

Dear Applicant:

Thank you for inquiring about teaching opportunities in the Catholic schools of the Diocese of Palm Beach. We appreciate your interest. In order to expeditiously process your application, we ask that you follow the procedures listed below:

- 1. The application form should be filled out completely and sent to the school at which are you applying.**
- 2. Please arrange for an official copy of your college transcripts to be forwarded to the school at which are you applying.**
- 3. If you hold or did hold a teaching certificate, please send a copy of the certificate to the school at which you are applying.**

Please send your application and requested documents to the specific school at which you are applying. The interviewing and hiring of teachers is done locally at each individual school.

REQUIREMENTS TO TEACH IN THE DIOCESE OF PALM BEACH

1. A teacher must hold at least a Bachelor's Degree from an accredited college or university.
2. A teacher must have a current and valid Florida state teaching certificate or the equivalent acceptable to Cognia/Southern Association of Colleges and Schools, and/or the Florida Catholic Conference accreditation committee. If a teacher does not have such a certificate, he/she must be certifiable and, upon employment, make application for certification through the Office of Catholic Schools.
3. To be hired in a Catholic school in the Diocese, a teacher must be certified or certifiable in the field in which he/she is employed to teach.
4. A teacher must complete a pre-hire background search before being hired. The prospective employee will not be offered an employment agreement until the completion of the final fingerprint process, either for state certification or VECHS.

**IF YOU HAVE ANY QUESTIONS REGARDING THE APPLICATION PROCESS,
PLEASE CONTACT THE SCHOOL AT WHICH YOU ARE APPLYING.**