



ARCHDIOCESE OF PHILADELPHIA

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299
Telephone (215) 587-3976 • Fax (215) 587-5644

OFFICE OF CATHOLIC EDUCATION SECONDARY PERSONNEL

Dear Applicant:

Thank you for inquiring about the availability of teaching positions in the Secondary School System of the Archdiocese of Philadelphia. Before we can give you consideration, we require that you provide us with the following **(SEND ALL MATERIALS TOGETHER):**

1. A completed application. A blank copy is enclosed for you.
2. A current r sum  and/or curriculum vitae.
3. **Official, original** transcripts from all colleges, universities, and post-secondary institutions attended.
4. **Two** letters of recommendation: from your current or former employers and/or from post-secondary professors in your major subject area.
5. A letter of recommendation from your pastor or clergy-person. *
6. A current (within one year), original, **processed** Pennsylvania State Police Request for Criminal History Record Information Form (SP4-164). **
7. A current (within one year), original, **processed** Pennsylvania Child Abuse History Clearance Form (CY-113). **
8. A current (within one year), original, **processed** FBI Criminal History Record (see "Questions and Answers for Fingerprint Services" for instructions). **

Due to the significant volume of applications received, we regret that we cannot always answer your questions about status. You will receive confirmation via mail that your application has been processed.

Please mail your completed application to:

Office of Catholic Education
Secondary Personnel
222 North 17th Street, 6th Floor
Philadelphia, PA 19103-1299

If you have any questions, please call my office at (215)587-3976, or email mreilly@adphila.org.

Sincerely,

A handwritten signature in black ink that reads "Theresa A. Ryan-Szott". The signature is written in a cursive style with a large initial 'T' and 'R'.

Mrs. Theresa Ryan-Szott,
Director of Secondary Personnel

** Pastors' recommendations may be sent directly to the Office of Catholic Education. The Office is not responsible for any other materials sent separately.*

*** Applicants may send in copies of clearances with application, but must bring the originals to the interview for verification.*

The Office of Catholic Education will keep files active for one year.