

APPLICATION REQUIREMENTS
TRINITY CATHOLIC SCHOOL

Dear Applicant:

Thank you for your inquiry for a teaching position at Trinity Catholic School.

Before we can consider your request we must have the following documents from you at the time of the interview:

- Three letters of reference: These letters should attest to your moral character as well as your work ethic and professionalism.
- A copy of your transcript: A certified copy will be necessary should you be offered and accept a position on our faculty.
- A resume
- A Completed Diocese of Pensacola-Tallahassee Teaching Application (available from the school).
- Diocesan Fingerprinting and Attendance at a Sexual Abuse Workshop and a Safe Environment Workshop (or viewing of a video). Forms and information are available at the school.
- A Background Check if offered a position on our faculty. (Cost/information available at our school.)

When you have the first three of these documents, please call the office and we will be happy to set a time for your interview if there is a position open within your field. Otherwise, we will file the information for future reference.

If you would consider substituting at our school, please note that on the application and we will be in contact with you.

We look forward to meeting you.

Sincerely,

Mrs. Janet Gendusa, Principal
Mrs. Francine Hudson, Assistant Principal