

TEACHER REQUIREMENTS Checklist

- A completed application from the Diocese of Pensacola-Tallahassee.
(Available on the diocesan website:
<http://ptdiocese.org/documents/HR/Employment%20Application.pdf>.)
- An official or unofficial transcript from an accredited college. (Official transcripts should be mailed from the University directly to the.)
- Current resume.
- Florida Teaching Certificate, if applicable.
- Three letters of recommendation that attest to your moral character and work ethic. If you belong to a church, one should be from a pastor or minister.
- VECHS Waiver Form for Fingerprinting and completion of two Safe Environment on-line workshops: *Recognize, Report & Prevent Child Abuse* and *Detecting Predators: GUARD the Children* found at www.shieldthevulnerable.org. (Further information regarding VECHS is available in the TCS office.)
- Provide any other documentation, such as CPR training, that you may have earned which enhances your possible role as teacher.
- An interview with the Principal or Assistant Principal.

- New Hire Packet:
 - New Employee Information Form
 - W-4
 - Payroll Direct Deposit Authorization Form
 - I-9 Eligibility Verification (with copy appropriate documentation)
 - Faculty/Staff Handbook, Mandatory Reporting of Child Abuse Acknowledgement, and Acceptable Use Policy for Technologies
 - Permission for Use of Information or Graphic Image in Media
 - Confidentiality Agreement
 - Conflict of Interest and Code of Business Conduct Policy

Documentation may be sent electronically to: bechtols@trinityknights.org or mailed to: Stephanie Bechtol, A.P. Trinity Catholic School, 706 E. Brevard St. Tallahassee, FL 32308. It may also be brought to our office at this address. Thank you for offering your services to Trinity Catholic School.