



Catholic Education
Office

Diocese of Rockford

555 Colman Center Drive
P.O. Box 7044
Rockford, Illinois 61125

(815) 399-4300 Phone
(815) 399-6278 Fax

MEMORANDUM

To: Teacher Applicant
From: Diocese of Rockford
Catholic Education Office
Re: Teacher Application Process

Thank you for your interest in teaching in one of the Diocese of Rockford elementary schools.

Our office does not directly hire or place elementary teaching personnel. We do, however, advise our principals of those making application. The individual principal then makes the necessary contact as positions become available.

In addition to the completed application, please have an **official** copy of your transcripts, and a copy of **both sides** of your teaching certificate, forwarded to us as quickly as possible. An Illinois teaching certificate is required. If you hold an out of state teaching certificate, please refer to the www.isbe.net website on information on how to transfer your certificate.

When we receive these documents, we will place your name on the Teacher Availability List, which is available to all school principals in the Diocese. Once your file is complete, you may also make contact directly with individual schools.

Your credentials will be kept on file at the Catholic Education Office for a period of one year. When a principal contacts you, or you contact him/her, please indicate that your file is available for perusal.

Once you are hired, we will send your completed file to the contracting school.

If we can be of further assistance to you, please contact our office.

Sincerely,

Teaching Personnel Office
Office of Educational Services
Diocese of Rockford
www.ceorockford.org