



*Thank you for your interest in teaching at
The Unified Schools of St. Mary Magdalen & St. John the Evangelist.*

This application process has multiple steps.

- 1. Please submit a cover letter, resume, and a copy of your teaching certification to the school matching your interest:**
 - a. Mrs. Deborah Mulhall, Principal (for positions in PK-Grade 4)**
 - i. deborah.mulhall@smmsoakville.org St. Mary Magdalen Catholic Elementary School, 140 Buckingham Street, Oakville, CT 06779 860-945-0621
 - b. Mrs. Sherrie Gemmell, Principal (for positions in Grade 5-Grade)**
 - i. sgemmell@stjohnwtn.org St. John the Evangelist Catholic Middle School, 760 Main Street, Watertown, CT 06795 860-274-9208
- 2. Obtain a letter of recommendation from your pastor.** Print and use the attached form. This form should be submitted to both the school principal where you are applying and through the online application process.
- 3. Complete the online application through the Archdiocese of Hartford at this link:**
<https://www.catholicdaohct.org/catholic-schools/careers/teacher-application-process>

Online Application for Teacher Positions within the Archdiocese of Hartford

Applications should be completed in full by the applicant and will be automatically submitted to The Center for Catholic Education and Formation (The Center) upon agreeing to the verification statement as the last step in the application form. This application is required by each parish school or high school that wishes to fill a teacher vacancy. A representative from The Center will contact you once your applicant file is complete, to set up a preliminary interview. Final decisions on hiring are made by the employer of the parish or school corporation as the case may be.

No individual may be hired for a teacher position without completing this process.

Before you begin, please carefully review the following information regarding the online application process for our schools. The application consists of multiple steps and will take you at least 30 – 60 minutes to complete. **Please note, this application cannot be saved once you begin.** Make sure you have the following information and documents ready before you start:

- Applicants must have at least a bachelor's degree with a major in the grade level or subject area for which they are applying; state certification is required. Some exceptions may apply. You will be able to upload your transcripts and resume at the end of the application.
- Please make sure you have the dates and names of previous employers and the names and contact information for your references.

- The application includes two writing prompts. It is recommended that you reflect on and compose responses to the prompts (consisting of no more than 500 words each) ahead of time in a separate Word/Google document then copy and paste it into the application. The application cannot be submitted without these responses.

The writing prompts are as follows:

Please write a statement indicating your understanding of the purpose of a Catholic school education, your personal qualifications for employment in a Catholic school, as well as how your experiences will help advance the Archdiocesan Purpose and Vision for Catholic School Education.

Please write a statement describing your familiarity with instructional technology and its uses in education. Include your understanding of how technology can individualize, differentiate and enhance learning.

When you are ready, click here to begin the application.

<https://form.typeform.com/to/EGuAmcOm?typeform-source=oeec.typeform.com>

Your application will be considered “in process” until all required documents are received. If your qualifications meet our requirements, we will contact you to schedule an interview. In addition to the application, the following documents are required to complete the application process:

evidence of state certification (if applicable)

letter of recommendation from your pastor/parish priest

college transcript(s)

an up-to-date resume

All documents should be forwarded to the Linda Serafin, at Linda.Serafin@aohct.org or at the following address:

The Center for Catholic Education and Formation

Attn: Linda Serafin

467 Bloomfield Avenue

Bloomfield, CT 06002

Once approved, your application will be made available to the network of schools in the Archdiocese of Hartford. Your application will be retained in active status for a period of two years.

If offered a position in one of our schools, you will be required to:

undergo a fingerprint background check;

participate in the Archdiocesan Safe Environment Training Program;

attend the next orientation for new teachers.

If you have any questions, please contact:

Linda Serafin

(860) 242 - 5573 ext. 2650

Linda.Serafin@aohct.org