



# ARCHDIOCESE OF INDIANAPOLIS

*The Church in Central and Southern Indiana*

## **Office of Catholic Education**

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## **Instructions for Applying for Catholic School Teaching Positions**

Thank you for considering employment as a teacher in the Archdiocese of Indianapolis:

1. Please complete the Teacher Application form for directly online at <http://oce.archindy.org> for all teaching positions in the Catholic Schools of the Archdiocese of Indianapolis.
2. On the application you may specify up to six schools or parishes with openings listed on our website to automatically receive your application by e-mail.
3. All interviewing and hiring are done by the individual Catholic schools and not the Office of Catholic Education (OCE). OCE only facilitates the teacher recruiting process through the website. Therefore, please do not send any materials to this office.
4. A PDF copy of your completed application will be automatically sent to the personal e-mail address you list on your application form. You may also follow the directions and print a copy for your files. OCE will also receive a copy that you may request if your form fails to print, is lost, etc.
5. We strongly recommend that you follow-up your application with a call and/or e-mail contact to the school(s) designated to receive your application. School contact information is available on the OCE website. You may also want to send your resumé or other brief information to the principal(s) to support your online application (optional).
6. Most teacher openings are posted on the Office of Catholic Education Website, <http://oce.archindy.org>. We do not recommend contacting schools or sending resúmes to schools that have no openings listed.
7. If you have any questions about any of the above procedures, please contact the OCE Personnel Team via the e-mail address or telephone numbers above.