

CSO TEACHER HIRING GUIDE

IS THE CANDIDATE IN THE CSO-APPROVED LIST?

YES

NO

STEP 2: APPLICATION REVIEW

- Diocesan Employment Application
- Teacher certification (if applicable)
- Three (3) professional references

Yes, complete application received

Part A: Review Employment History

Part B: Review Do Not Hire registry

Yes, RED FLAGS in employment history

NO RED FLAGS in employment history

Yes, applicant LISTED in Do Not Hire Registry

DO NOT HIRE/Must be fired

Yes, RED FLAGS in interview

STEP 3: CANDIDATE SELECTION

Schedule Interview

STEP 4: FINALIZE HIRING

- Check employment references (min.3): these must be directly provided by email/phone by the person(s) making the reference
- Background Check
- Authorization to Retain Fingerprints agreement & Fingerprinting completed (thru IdentoGO)
- Diocesan Safe Environment Training
- Signed/NOT notarized pre-employment affidavit

STEP 1: COMPLETE ONLINE APPLICATION

- Review candidate's credentials, background & fit to the position based on the application package
- Refer to the Do Not Hire Registry (TEA) to determine employment eligibility (the school is liable for checking the registry)
- U.S. Work Authorization required

STEP 5: HIRE

- Before issuing the contract, make sure applicant is CSO-approved
- Get signed/NOTARIZED pre-employment affidavit

ALL steps completed

NO documentation or training

DO NOT HIRE/Must be fired

NO RED FLAGS in interview

Proceed with **CAUTION!**
If needed, contact Rebecca or Jeannette

Applicant NOT LISTED in the Do Not Hire Registry