Diocese of Alexandria
Catholic Schools Office
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Alexandria, Louisiana 71303
Phone: (318) 445-6424 • Fax: (318) 448-6121

Applying to Teach in a Catholic School in the Diocese of Alexandria

To be considered for a teaching position with the Catholic School in the Diocese, a person may apply either through the Catholic School Office or, **for an advertised position**, directly to the school which is advertising the position.

The following documents are required to be considered for employment:

- Application (download form from CSO website)

- Resume

- Signed *Employee Witness Statement* (download from CSO website)

- *Certificate of Parish Registration* for Roman Catholic applicants (download from CSO website)

- For religious applicants, a letter of concurrence from the superior of order or congregation

- Official transcripts

- Two professional references (download form from CSO website)

In order for an applicant to be considered for positions as they become available at unspecified schools, he or she must have a completed personnel file on record at the Catholic Schools Office. A completed file includes all of the above documents.

Applicants applying directly for advertised positions are **not** required to have a personnel file in the Catholic Schools Office. The above documents should be sent to the school which is advertising the position.

Process for Applying through the Catholic Schools Office

The applicant downloads the above documents from the Catholic Schools Office website or requests the documents from the Catholic Schools Office.

The applicant sends his or her resume, a completed application and signed Employee Witness Statement to the Catholic Schools Office. The applicant attaches unofficial transcripts. The applicant forwards the professional reference forms to his or her referees. For Roman Catholic applicants, the *Certificate of Parish Registration* must be taken to the applicant's parish to be completed by his or her pastor and are then mailed by the parish office to the Catholic Schools Office. *It is the applicant's responsibility to verify that the transcripts, recommendation forms and the Certificate of Parish Registration have been sent by the person requested to do so.*

When all required forms are received by the Catholic Schools Office, the applicant will be notified that his or her file is

complete. The Catholic Schools Office adds the applicant to a computer file database of all candidates for teaching positions. The database may be referenced through the Catholic Schools Office by principals with open teaching positions. The database is referenced by the applicant's name and personal contact information, college degrees, certifications, subject area and skills, grade level experience, religious background, and preferred location of employment.

A principal interested in a particular applicant in the database will contact the applicant directly and arrange for an interview. In the hiring process, the principal will validate the authenticity of the applicant's transcripts and check the applicant's references.

If a principal hires an applicant, the principal notifies the Catholic Schools Office, and the Catholic Schools Office will then send the original file to the hiring principal and remove the applicant's name is removed from the list of available candidates. If a principal reviews an applican'ts file and does not hire the applicant, the principal returns the copy of the file to the Catholic Schools Office, and the applicant's name is continued on the list of available applicants.

Employment applications will remain on file at the Catholic Schools Office for two years.

Periodically, the applicant may be asked to update his or her file regarding the status of employment.

Completing the application process is not a guarantee to anyone that he or she will be interviewed for a teaching position or will obtain a teaching position in a Catholic school.

NB: Any decision to hire an applicant depends on the successful completion of a background check. The principal must provide the applicant with a letter of conditional employment.