



**Diocese of Alexandria
Catholic Schools Office**

4400 Coliseum Blvd.

Alexandria, Louisiana 71303

Phone: (318) 445-6424 • Fax: (318) 448-6121

Application for: Professional Educator/Teacher

Name _____
(First) (Middle Initial) (Last)

Other name under which employment/academic records may be listed _____

Address _____
(Number and Street) (City/State) (Zip)

Telephone: (Home) _____ (Cell) _____ (Work) _____

Email _____

Eligible to work in the U.S. _____

Religion _____ Are you practicing? Yes No

Are you willing to sign the Catholic Witness Statement required of all employees? Yes No (Download the form from CSO website)

Position Desired: Teacher _____ Pre-school Teacher _____ LC/Resource Teacher _____
School Nurse/Teacher _____ Librarian _____ Guidance Counselor _____

Please indicate the level(s) of the position for which you are applying: Elementary (PreK-8) _____ (Gr. 6-8) _____ Secondary(9-12) _____

Please indicate your work preference(s): Full time _____ Part Time _____ Substitute _____

Subjects/Grades Qualified to Teach: 1 _____ 2 _____ 3 _____

Ordinarily professional educators must possess a current Louisiana State professional credential and certification for appropriate grades and subjects being taught or be actively working toward credentialing and certification. Check the required credentialing with the school's hiring agent.

Please list certificaitions that you hold:

State _____ Type of Certificate _____ Level/Area(s) _____ Number _____ Expiration Date _____

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Alternative Certification _____

When will you be available for a teaching position? _____

Colleges and Universities Attended:

Name of School/Location	Dates Attended	Year of Graduation	Degree	Major	Minor

Have you completed student teaching? Yes No In process

If you are currently student teaching, please provide the name of the school, location and name of your supervisor:

Are you currently taking any graduate courses? _____

Are you currently pursuing a graduate degree? _____

EDUCATIONAL WORK EXPERIENCE: (Please list the most recent first.)

School	City/State	Position Grade/Subject Taught	Dates From/To	Salary	Principal's Name/Phone

WORK EXPERIENCE OUTSIDE OF EDUCATION: (Please list the most recent first.)

Name of Institution	Position	Dates	Salary	Supervisor's Name/Phone

REFERENCES:

List the individuals whom you will ask to submit recommendations: References should have specific knowledge of your professional preparation and experience. In addition, religious candidates must present a letter of concurrence from their superiors, and lay Roman Catholic candidates must present a Certificate of Parish Registration from their pastors.

Name	Position	Address	Phone

Geographic Area to which you are willing to travel: (check as many as apply)

Bunkie, LA

(St. Anthony of Padua School, Grades Pre-K to 8)

Plaucheville, LA

(St. Joseph School, Grades Pre-K to 12)

Moreauville, LA

(Sacred Heart School, Grades K to 8)

Cottonport, LA

(St. Mary's Assumption School, Grades K to 8)

Alexandria, LA

(Our Lady of Prompt Succor School, Grades Pre-K to 6; St. Frances Cabrini School, Grades Pre-K to 8; Holy Savior Menard High School, Grades 7 to 12)

Natchitoches, LA

(St. Mary's School, Grades K-12)

STATEMENT OF INTEREST IN EMPLOYMENT IN A CATHOLIC SCHOOL:

On an additional page, please provide your statement of interest in workin in a Catholic school in the Diocese of Alexandria.

NOTICE

In employment practices, Catholic schools within the Diocese of Alexandria do not discriminate on the basis of race, color, sex, national origin, mental or physical disability or protected impairment, genetic information, or veteran/military status. The school and/or parish employer will make a reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship will result.

In compliance with State of Louisiana General laws, as well as the policy of the Diocese of Alexandria, all individuals offered employment in a Catholic School in the Diocese of Alexandria will be required to successfully complete a background check. The background check must be initiated within one week of receiving a conditional offer of employment. If the criminal background check identifies the existence of any disqualifying information as defined by statute, the offer will be rendered null and void.

Application documents are gathered for the exclusive use of the Catholic Schools Office of the Diocese of Alexandria and schools in the Diocese. Copies of this application and its supporting documents (transcripts and letters of recommendations) will be sent to any school in the Diocese that requests them for the purpose of considering the application for a position. Neither the application nor the supporting documents will be sent to anyone else, even at the applicant's request. Applications for teaching positions will be on file in the Catholic Schools Office for two years after they are received. It is strongly advised that candidates update their files annually with the Catholic Schools Office.

AUTHORIZATION AND CERTIFICATION

I authorize any school considering me for employment to investigate all statements contained in this application, to contact the references and employers listed, except where specifically indicated to the contrary, and I release all employers, schools and other references listed on this application from any liability involved in providing this information.

I certify that I have personally completed this application. I certify that all information furnished on this application is true, accurate and complete to the best of my knowledge and that any falsification, omission, or misrepresentation of information by me will be sufficient cause for rejection of my application and/or termination of my employment. I agree to immediately notify this School if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract between the School and me.

Please sign and date this application form only after reviewing each section to ensure that all information and answers to questions are correct and complete.

Signature _____ Date _____