



**Diocese of Alexandria
Catholic Schools Office**

4400 Coliseum Blvd.
Alexandria, Louisiana 71303
Phone: (318) 445-6424 • Fax: (318) 448-6121

Date _____

Application for: Support Personnel

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)

Are you eligible to work in the U.S.? _____

When will you be available to begin employment? _____

Position Desired:

Secretary _____ Administrative Assistant _____ Teacher's Aide _____ Bookkeeper _____

Technology _____ Coach/Trainer _____ Cafeteria Technician _____ Cafeteria Manager _____

Building & Grounds Maintenance _____ Custodian _____ Other _____

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

EDUCATION: (please list the most recent first)

Name of School/Location	Degree (if applicable)

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

Company/Institution	City/State	Position	Dates From/To	Pay/Salary	Employer/Supervisor's Name/Phone

REFERENCES:

List the individuals whom you will ask to submit recommendations: References should have specific knowledge of your job experience.

Name	Position	Address	Phone

NOTICE

In employment practices, Catholic schools within the Diocese of Alexandria do not discriminate on the basis of race, color, sex, national origin, age, 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.

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 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 _____