Diocese of Alexandria
Catholic Schools Office
P O Box 7417
Alexandria, LA 71306
Telephone: 318-4456424 Fax: 318-448-6121
E-mail: vpichon@diocesealex.org

TEACHER APPLICATION FORM

A. PERSONAL INFORMATION

Name_____

Home Address_____

City, State, Zip_____

Current Work Address_____

City, State, Zip_____

Home Phone_____ Work Phone_____ Mobile_____

E-mail address: _____ Date Application Submitted _____

B. CURRENT POSITION (please respond to each item)

Present Title _____ Since _____

Employer _____

Employer Address _____

City, State, Zip _____

Job Description of current position: _____

_____

_____

C. EDUCATIONAL BACKGROUND

Please list the colleges or universities you have a attended and the degrees received. List them in order, beginning with the most recent. (Please attach official transcripts and certificates)

Location of Institution	Year(s)	Degree	Major

D. TEACHING EXPERIENCE

Please list teaching experiences, beginning with the most recent:

Position	Name of District	City and State	Specific Years Employed

Please explain any gaps in employment – if any.

_____
_____
_____
_____

E. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE

Position	Employer	City and State	Specific Years Employed

F. References – Please list four individuals who are very familiar with your professional work and who may be contacted.

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Mobile Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Mobile Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Mobile Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Mobile Phone	
Email Address	

G. **NARRATIVE RESPONSE –** On a separate sheet (s) of paper, please respond to each of the following questions:

1. **Why do you want to be a teacher in the Catholic Schools?**
2. **What experience do you have specific to the position you are applying for, and how would you use that experience to be a success at a Catholic School?**
3. **What is your personal feeling about the statement, "All children can learn and be successful"?**
4. **What is your personal philosophy about teaching?**
5. **Briefly describe the classroom management and discipline program you follow.**
6. **Discuss the greatest problem you encountered in you teaching experience and describe how you resolved the issue.**

H. HONORS AND DISTINCTIONS – List degrees, honors, commendations, elective or appointive offices or other distinctions received.

_____
_____
_____

I. BACKGROUND INFORMATION – If you answer "yes" to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved.:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term "conviction" includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.) _____ Yes _____No

2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education? _____ Yes _____ No

3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state? ___Yes___ No

4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline? _____Yes _____ No

J. CURRENT EMPLOYMENT STATUS

1. Do you currently hold a valid Louisiana Teaching Certificate with the appropriate endorsement for the position you are applying for?
    _____Yes _____No

Please list your certificate endorsements: _____
_____

2. Are you currently under contract or agreement for any other school?
    _____Yes _____No

K. AUTHORIZATION – Please read carefully and then sign your name if you agree to the terms of this understanding.

I hereby certify that the statements made by me in this application and all related information which I have provided are true and accurate to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the Diocese of Alexandria discovers the violation of its policy regarding application form honesty.

_____   _____
Applicant's Signature   Date