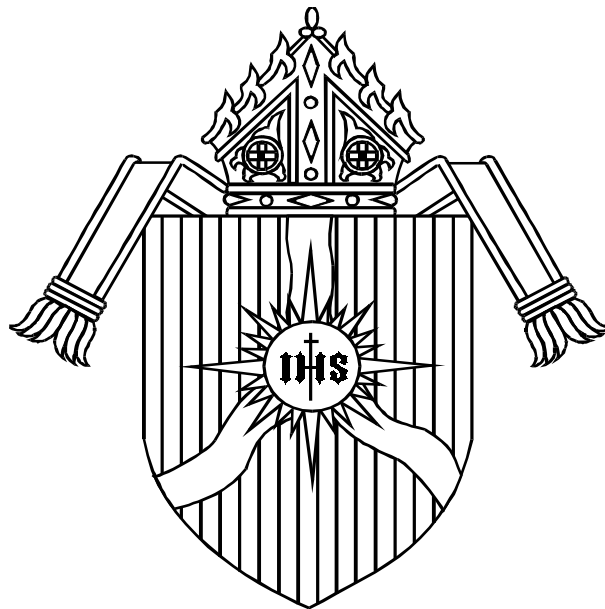


**Diocese
of
Shreveport**



**Application for
Educational
Administration**

GENERAL INFORMATION

NAME _____
LAST FIRST MIDDLE MAIDEN

PRESENT ADDRESS _____ TELEPHONE _____

CITY _____ STATE _____ ZIP CODE _____

PERMANENT ADDRESS _____ TELEPHONE _____

CITY _____ STATE _____ ZIP CODE _____

DATE AVAILABLE FOR POSITION _____

PERSONAL INFORMATION

Marital Status _____ (if applicable) Religious Community _____

Social Security # _____ Religion _____

Parish _____ Pastor _____

Are you a United States Citizen? _____

(If hired, you will be required to verify your employment eligibility and identify in accordance with the Immigration Reform and Control Act of 1986. Please also note that, in accordance with the relevant law, the dioceses does not discriminate against applicants on the basis of their citizenship or national origin.)

EDUCATIONAL PREPARATION

	NAME AND LOCATION OF SCHOOL OR COLLEGE	FROM MO/YR	TO MO/YR	KIND OF DEGREE	MAJOR	YEAR OF GRAD	SEM HRS. CREDIT
ELEMENTARY SCHOOL							
SECONDARY SCHOOL							
COLLEGES & UNIVERSITIES							

PREVIOUS EMPLOYMENT (Please list last employer first)

SCHOOL OR COMPANY NAME AND ADDRESS	FROM MO/YR	TO MO/YR	ADMIN. POSITION OR SUBJECT/GRADES TAUGHT	ANNUAL SALARY	REASON FOR LEAVING

I. Please describe any aspect of your education or experience (not noted elsewhere in this application) which would be an asset for the principalship.

II. What kind of religious experiences do you believe are important to children/adolescents? To teachers?

III. How do you view your role as a principal in a Catholic school?

IV. How important do you consider your own Christian attitudes and practices in your role as principal?

CERTIFICATES HELD

STATE	LIFE OR TEMPORARY	SPECIFICATION (Level of Administration & Subjects)	DATE ISSUED	DATE EXPIRED

TYPE OF ADMINISTRATIVE POSITION

Preferred _____	Acceptable _____	Full-time administration	Preferred _____	Acceptable _____	Half-time administration/ half-time teaching
_____	_____	Majority of time administration/ Some teaching	_____	_____	Minimum of administration/ Majority of time teaching

TEACHING LEVELS/STRUCTURE/SUBJECT AREAS *(omit if applying only for full-time administration)*

LEVELS

Preferred _____	Acceptable _____	Kindergarten
_____	_____	Primary
_____	_____	Intermediate
_____	_____	Junior High

STRUCTURE

Preferred _____	Acceptable _____	Self-contained
_____	_____	Double grades
_____	_____	Triple grades
_____	_____	Departmental

SUBJECT AREAS

Preferred _____	Acceptable _____	Religion	Preferred _____	Acceptable _____	Social Studies
_____	_____	Language Arts	_____	_____	Art or Music
_____	_____	Math	_____	_____	P.E. / Health
_____	_____	Science	_____	_____	Computer Science

PRIOR EXPERIENCE WITH ADMINISTRATIVE RESPONSIBILITIES

_____ orienting new teacher	_____ evaluating teachers	_____ election of teaching materials
_____ conducting faculty inservice	_____ developing school/faculty handbook	_____ working with school board
_____ shaping school philosophy	_____ scheduling classes	_____ developing school budget
_____ supervising teachers	_____ curriculum study	_____ working with home/school organizations

List others:

Have you had any practical preparation (e.g. internship)? Yes _____ No _____

If yes, please describe:

LIST MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:

1. Have you at any time been accused of child abuse? (You are required to answer this inquiry whether or not a criminal conviction arose out of the allegation.)

Yes _____ No _____ (check one)

If yes, please provide in detail the date, the place, and an account of the circumstances surrounding each allegation of child abuse.

2. Did any judicial proceeding arise out of the allegations of child abuse?

Yes _____ No _____ (check one)

If yes, please identify the court in which the proceeding was brought and its location, the parties to that proceeding, the docket, number of the proceeding, and any judgment or resolution that was entered or reached.

3. Are you under the supervision of any federal, state, or local corrections agency as a result of any allegations of child abuse?

Yes _____ No _____ (check one)

4. Have you ever been convicted of or pleaded guilty to a misdemeanor or felony (other than a parking violation)?

Yes _____ No _____ (check one)

If yes, please state the nature of the offense for which you were convicted or pleaded guilty, the date of the conviction or the entering of the plea, the judgment imposed, the court imposing the judgment and its location, and the docket number of the proceeding.

5. Has any surety company ever refused to issue or continue any bond on your behalf?

Yes _____ No _____ (check one)

If yes, please provide in detail the date, the reasons for and the circumstances surrounding the surety company's refusal.

A "yes" response to either of the two preceding questions will not disqualify you from consideration for employment as a principal in an elementary school of the diocese. A record of conviction, or a refusal by a surety company to issue or continue a bond on your behalf does not mean that you cannot be hired. The nature and circumstances of any conviction or bond refusal, how long ago either occurred, and other factors, including the relationship of the conviction or bond refusal to position for which you are applying, are all important in the employment consideration. Thus, please provide a complete response to these questions so that an appropriate decision can be made.

REFERENCES

Provide names and addresses of three persons who have knowledge of your work as a teacher or administrator. Include current employer (for principal if you are now teaching) and your pastor (or leader of your religious community, if applicable). Names of friends and relatives may not be used.

PLEASE PRINT: NAME	ADDRESS AND TELEPHONE #	RELATIONSHIP OR OFFICIAL POSITION TOWARD APPLICANT

I hereby certify that all information included herein is complete and accurate. I understand that a misstatement of fact would be grounds for my discharge.

I authorize investigation of all statements contained herein and release all parties from all liability for any damage that may result from furnishing same to you.

Date: _____

(Official Signature)

The Diocese of Shreveport provides and promotes equal employment opportunities for all persons without regard to race, color, age, sex, national origin or citizenship as provided by federal law.

**Catholic Schools Office
DIOCESE OF SHREVEPORT
3500 Fairfield Avenue
Shreveport, LA 71104**