

## **Catholic Schools: A Great Place to Teach**

We need you to join our team of dedicated Catholic schools teachers.

We seek teachers who value:

Teaching as a ministry

The integration of Christian values into the mission, curriculum and life of the school

A teaching environment with a strong emphasis on standards of excellence

A holistic approach to education

Quality instruction time, optimum class size, parental involvement, creative and diverse teaching methods

In addition to professional qualifications, we ask that the candidate for a teaching position in the Catholic schools be:

1. A person of faith constantly striving to grow in the spiritual life
2. A person who realizes that he/she contributes services to the Catholic Church by teaching in a Catholic school
3. A person who is cognizant that salaries of teachers in a Catholic school are met through contributions of parents and believers in the Catholic school (i.e., not by any system of taxation)

If you are interested in becoming a candidate for a teaching position in the Catholic Schools please follow the steps outlined below.

1. Complete an application form plus the supplemental pages. Include your certification documentation credentials. Your application is incomplete without these documents.
2. If you are not a state licensed teacher, please submit a copy of your intent letter requesting state endorsement and any response from the State. Also, include college transcript if no license.
3. When approved as a Catholic school teacher applicant, your name and credentials will be included on a Teacher Candidate List.
4. Your application will remain on file for the duration of the school year. You will be contacted by mail to reinstate your application for the next school year.
5. A background check is required for all employees hired in Catholic schools.

Please feel free to call us for more information at (318) 868-4441. Send your completed application, teacher certification, and supporting materials to The Diocese of Shreveport Catholic Schools Office, 3500 Fairfield Avenue, Shreveport, LA 71104.

# Catholic Schools: More Than A Place To Learn

## Diocese of Shreveport Catholic Schools Employment Application

General Instructions: You are requested to fill in all of the blanks. If an item does not apply, please use N/A. For all sections if added space is needed, please attach additional sheets.

### PERSONAL DATA

Title \_\_\_\_\_ Name \_\_\_\_\_  
*Last First Middle*

Social Security Number \_\_\_\_\_

*If Priest, Brother or Sister:*

Religious Community \_\_\_\_\_

Initials \_\_\_\_\_

City, State Or Province \_\_\_\_\_

Home Address \_\_\_\_\_  
*Street/apartment number*

\_\_\_\_\_  
*City, State, Zip Code*

Current Employer \_\_\_\_\_

Work Address \_\_\_\_\_  
*Street/Suite*

\_\_\_\_\_  
*City, State, Zip Code*

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Religion\* \_\_\_\_\_

*\*Religion is a bonafide requirement and information solicited meets requirements of Federal law.*

Are you eligible to work in the United States? (YES/NO) \_\_\_\_\_

## **EDUCATIONAL BACKGROUND**

**TYPE OF SCHOOL** \_\_\_\_\_

**NAME OF SCHOOL** \_\_\_\_\_

**CITY, STATE, ZIP CODE** \_\_\_\_\_

**NAME OF SCHOOL** \_\_\_\_\_

**DATES ATTENDED** \_\_\_\_\_

**DEGREE EARNED** \_\_\_\_\_

List major workshops, seminars, internships, grants, summer programs in which you have participated in the last five years and which are to normally part of a degree program. (Do not include conventions, single meetings, etc.)

**PROGRAM/PLACE** \_\_\_\_\_

**SPONSOR** \_\_\_\_\_

**DATE** \_\_\_\_\_

**FIELD** \_\_\_\_\_

## **PRESENT EDUCATIONAL ASSIGNMENT AND EXTRA-CURRICULAR INVOLVEMENT**

**School where presently employed:** \_\_\_\_\_

**Position(s) held:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Subject taught, if departmentalized:** \_\_\_\_\_

**Total number of students taught this year:** \_\_\_\_\_

**Hours spent in teaching weekly:** \_\_\_\_\_

**Hours spent in other school related (not preparation) tasks:** \_\_\_\_\_

**If your present teaching situation is unique (e.g. teach teaching), please explain:**

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**Please check (X) any extra-curricular activities in which you are engaged as a part of your present assignment or as an extension:**

\_\_\_\_\_ **Sports**

\_\_\_\_\_ **Drama**

\_\_\_\_\_ **Music**

\_\_\_\_\_ **Forensics**

\_\_\_\_\_ **School Paper/Yearbook (Specify and give details of your participation)**

\_\_\_\_\_ **Community Programs:** \_\_\_\_\_

\_\_\_\_\_ **Other (please specify):**

**Enter below any PRE or other formally organized out-of-school religious education programs, for either children or adults, in which you assist.**

**Name of parish/school:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

**Hours Per Week:** \_\_\_\_\_

**Number of Students:** \_\_\_\_\_

### **STUDENT TEACHING**

**School Address:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Grade/Subject:** \_\_\_\_\_

### **LICENSURE**

**State:** \_\_\_\_\_ **Type:** \_\_\_\_\_

**Endorsement:** \_\_\_\_\_

**Number:** \_\_\_\_\_

**Date Issued:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**List all teacher organizations and professional association memberships:**

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**List all positions which you are qualified to hold and for which you wish to be considered in order of precedence:**

**GRADE LEVEL:** \_\_\_\_\_

**SUBJECT/SPECIALTY:** \_\_\_\_\_

**FULL TIME OR PART TIME:** \_\_\_\_\_

**SUBSTITUTE:** \_\_\_\_\_

### **EMPLOYMENT HISTORY**

**List employment for the last 10 years beginning with the most current. Previous employers will be contacted. Please list all teaching experience.**

**Number of years teaching experience:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**GRADE/SUBJECTS:** \_\_\_\_\_

**DATES OF SERVICE:** \_\_\_\_\_

## REFERENCES

List three persons other than relatives who are able to give information about your qualifications for the position for which you are applying.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

POSITION: \_\_\_\_\_

How soon will you be available? \_\_\_\_\_

How long will you be available? \_\_\_\_\_

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I understand that no representative of the employer has the authority to make any assurance to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

\_\_\_\_\_  
*Signature of applicant*

\_\_\_\_\_  
*Date*

Please attach additional sheets if necessary. These additional sheets become part of this application. Please make sure you sign and date this application. Return it, along with other supporting documents and materials to The Diocese of Shreveport Catholic Schools Office, 3500 Fairfield Avenue, Shreveport, LA 71104.

If you have any questions, you may call (318) 868-4441.