

OFFICE OF CATHOLIC SCHOOLS - ARCHDIOCESE OF NEW ORLEANS
7887 WALMSLEY AVE., NEW ORLEANS, LA. 70125
504-861-6230

GUIDELINES FOR COMPLETING TEACHER APPLICATIONS

While certain Catholic schools located within the Archdiocese are owned and operated by the Archdiocese, some are owned and operated by parishes that are separately incorporated, some by Catholic religious orders, and some by individual corporations whose schools have been granted the designation of "Catholic." Although the Office of Catholic Schools of the Archdiocese undertakes a program to receive teacher applications as a courtesy to applicants and Catholic schools located in the Archdiocese, it only acts as a clearinghouse for those applications and forwards the applications to schools upon request of either the school or the applicant. If the Office of Catholic Schools forwards such applications to schools upon request, it does not endorse any teacher for any position. Further, hiring is always done at the school level - whether for unincorporated parishes, for incorporated parishes, or for privately owned Catholic schools. The school may impose additional requirements other than the application on the applicant, either in regard to a request for additional information prior to hiring and/or legal requirements, such as background checks.

QUALIFICATIONS

Only applicants with a **bachelors degree** from an accredited college or university will be given consideration.

It should be noted that the application will not be activated until the Office of Catholic Schools has on file **an official copy of the applicant's transcript(s)** indicating the date of the applicant's graduation (student copies and machine copies of the transcripts are not acceptable).

In addition to the official transcript, the applicant is required to provide **three letters of recommendation**. These letters may be sent with the application or be sent at a later date. However, it is important to note that the application will not be activated until the Office of Catholic Schools has on file three letters of recommendation. Also, it is required that at least one of these letters be from the applicant's pastor, another clergyman or religious (i.e. religious sister or brother) and one from a former employer (if previously employed).

GUIDELINES

The original application should be filled out **completely** and returned to the Office of Catholic Schools by mail or in person.

The **phone numbers** and **full addresses of all references**, including zip codes need to be included.

A small photograph is requested but not required.

CONTACTING SCHOOLS

Once an application is activated, the application will be placed on the active list of available teachers. Applicants are encouraged to inquire directly to the individual schools.

Applicants may request a list of the schools in the Archdiocese from the Department of Personnel of the Office of Catholic Schools.

As openings for which the applicant has expressed interest become available, the applicant will be contacted directly by the principal for a personal interview. The individual school finalizes hiring. The contract, salary, etc. should be discussed with the employing authority. If a teaching position is accepted, the applicant should notify the Department of Personnel of the Office of Catholic Schools

APPLICATIONS ARE KEPT ON FILE NO LONGER THAN TWO YEARS.

Questions should be directed to Mr. Joseph Rosolino or Mrs. Janet Shea at the Department of Personnel of the Office of Catholic Schools at (504)861-6230.

The Archdiocese of New Orleans is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, sex, age, handicap or national origin.

PLEASE PRINT OR TYPE:

Name _____
Last First M.I

Address: _____
Street City State/Zip

Phone _____ (H) _____ (W)

LA Certificate (TYPE) _____

Areas of Certification _____

Undergraduate Degree _____ Major _____
Graduate Degree _____ Major _____

12 Hours or more (exclude major) _____

Religion _____

Maiden Name _____

Years of Teaching Experience _____

Date of Application _____

Social Security Number _____

Please check all the acceptable areas located geographically within the Archdiocese where you would be willing to teach.

Orleans (East Bank) _____ St. Charles _____
Orleans (West Bank) _____ St. John _____
Jefferson (East Bank) _____ St. Tammany _____
Jefferson (West Bank) _____ Washington _____
St. Bernard _____ Plaquemines _____

Please check your teaching preference

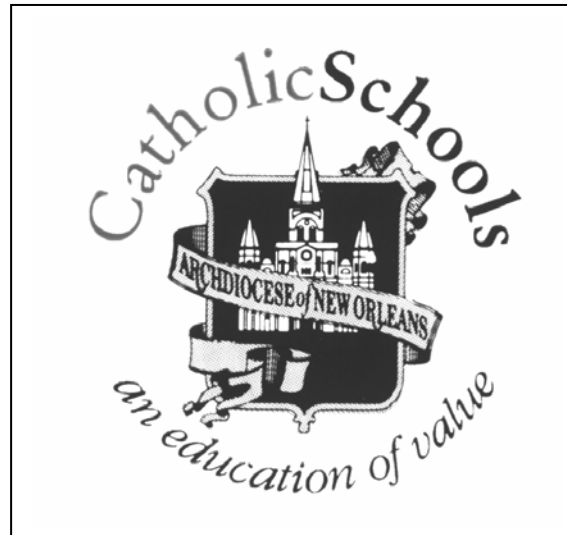
____ Pre-Kindergarten
____ Kindergarten
____ Primary (1-3)
____ Intermediate (4-5)
____ Middle School (6-8)
____ High School (8-12)
____ Special Education
____ Other (Please state)

Please list your subject preferences

1. _____
2. _____
3. _____
4. _____

HIRED BY _____

SCHOOL YEAR _____



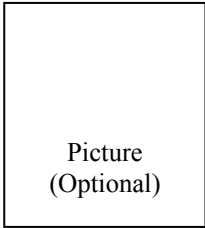
**ELEMENTARY
&
SECONDARY**

APPLICATION FOR PROFESSIONAL
EMPLOYMENT IN THE SCHOOL
OF THE
ARCHDIOCESE OF NEW ORLEANS

REVISED 10/1/03

FOR OFFICIAL USE ONLY

____ Application Completed in Full
____ Official Transcript
____ Copy of Certificate
____ Completed Inquiry Forms
____ Filing Code



TEACHER EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Applicant's Name _____
(Last) (First) (Middle)

Maiden Name _____ First Name of Spouse _____

Present Address: _____
(Street) (City) (State) (Zip)

How long at present address? _____

Permanent Address (if different) _____
(Street) (City) (State) (Zip)

Telephone _____ Alternate telephone _____

Date of Birth _____ Age _____ Social Security Number _____

Status: Single ___ Married ___ Separated ___ Divorce: Remarried ___ Religious Brother ___
Annulment ___ Divorce: Single ___ Religious Sister ___

Religion _____ Citizen _____
Practicing Catholic _____ Non-Citizen _____
No. of Children _____

SUBJECT QUALIFICATIONS

List those subject areas in which, to date, you have earned 12 or more hours of college credit (Exclude Major):

Expected Annual Salary _____

Experience and/or ability to direct activities

Give a brief explanation of your experience and number of year's experience.

TEACHING CERTIFICATES

CERTIFICATION					
Certificates You Hold					
STATE	Type of Certificate	Date Issued	Date of Expiration	Certificate #	Subjects and Grades

EDUCATIONAL BACKGROUND *(List in chronological order)*

Note: An official transcript of record from each institution of higher education attended must be sent to the Personnel Department.

Name and Location of School	Dates Attended	Date Graduated		Nature of Studies	
Elementary					
High School		<u>Diploma or Degree</u>			
College		<u># of Credits</u>	<u>Degree</u>		
Graduate School		<u># of Credits</u>	<u>Degree</u>		<u>Area of Specialization</u>

REFERENCES: *(Please list only persons who know you WELL)*

Full name of reference	Address, city, state, zip	Phone number	Position
1. (Pastor/Clergyman)			
2. (Present Employer)			
3. (Previous Employer or College Advisor)			
4. (Other, Excluding relative)			

PERSONAL INFORMATION:

1. Have you submitted above as your professional reference someone other than the principal of your most recent teaching position or the supervisor of your teacher training? Yes No
2. Have you ever for any reason been suspended, dismissed or asked to resign an educational position? Yes No
3. Have you ever had a teaching certification denied, suspended or revoked? Yes No
4. Have you ever failed or refused to fulfill an employment contract with any school? Yes No
5. Have you ever been dismissed from any teaching position for unprofessional conduct or unfitness for service? Yes No
6. Have you ever been discharged other than honorably from military service? Yes No

Explain any “yes” answers on an attached statement.

PART II

Please answer the following questions. Your application cannot be processed without this information.

1. Why do you want to teach in a CATHOLIC school?

2. What do you consider the mission of a Catholic School?

3. What strengths could you contribute to fulfill the mission of a Catholic School?

4. In the educational process, as you understand it, what things are important to you?

5. Please describe any aspect of your training or experience that would be an asset in the position of which you are applying.

6. Attach your philosophy of education.

Documents submitted with this application become the property of the Office of Catholic Schools and will not be returned.

STATEMENT: The Archdiocese of New Orleans is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, age, sex, handicap or national origin. This non-discriminating policy applies to hiring, training, promoting, salaries, transfers, and working conditions. This statement also applies to any separately incorporated parishes of the Archdiocese that own and operate schools. However, any private Catholic School owned and/or operated by a religious order and/or privately owned school designated as a Catholic school should make its own statement, as applicable.

STATEMENT: I understand that any omission or misrepresentation on this application may result in the refusal of any employer to hire me or in the termination of such employment if hired. I hereby consent to and authorize the Office of Catholic Schools to forward this application to any potential employer in the field of education in the geographic area of the Archdiocese of New Orleans which I designate or which requests my application. I also agree to sign any other releases necessary for the forwarding of my application. I further agree to defend, indemnify and hold harmless the Archdiocese of New Orleans for any cause of action arising out of its acting as a clearinghouse for teaching applications for Catholic schools located in the Archdiocese of New Orleans.

Signature of Applicant

All four items are required to activate your file:

1. Application
2. Small-sized photograph (optional)
3. Official transcript(s) of all college credits
4. Three letters of recommendation

Forward to: Department of Personnel
Office of Catholic Schools
7887 Walmsley Avenue

Note: Applications are kept on file for two years.

NAME _____

PLEASE USE THIS SHEET FOR:

6. Your philosophy of education.