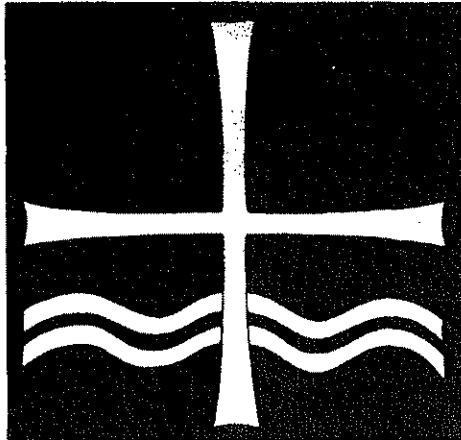


ARCHDIOCESE OF LOUISVILLE
EMPLOYMENT APPLICATION
FOR
TEACHERS, PRINCIPALS, COUNSELORS
AND SUBSTITUTE TEACHERS



TO BE CONSIDERED FOR EMPLOYMENT IN A CATHOLIC SCHOOL IN THE ARCHDIOCESE OF LOUISVILLE, YOU MUST COMPLETE THIS APPLICATION FORM AND SUBMIT IT ALONG WITH OTHER MATERIALS TO:

OFFICE OF LIFELONG FORMATION AND EDUCATION
ATTENTION: ASSISTANT SUPERINTENDENT OF SCHOOLS
Flaget Center
1935 Lewiston Drive
LOUISVILLE, KENTUCKY 40216
(502)448-8581

EQUAL OPPORTUNITY EMPLOYER
Catholic Schools do not discriminate against any employee in an unlawful manner.

FOR OFFICE OF LIFELONG FORMATION AND EDUCATION USE ONLY

Date Received _____ Intern Teacher N-C FT PT Sub
Date Available _____ Valid KY Certificate _____ Sent Confirm Letter
Date Renewed _____ Certified for Grades _____ CRC _____
Date Renewed _____ Certified for Subject _____ Transcript _____

EMPLOYMENT APPLICATION

SSN _____ Area of certification _____

Name _____
(Last) (First) (Middle) (Maiden)

Address _____
(Street) (City) (State) (Zip) (Phone)

New Address _____
(If applicable) (Street) (City) (State) (Zip Code) (Phone) (When Moving)

(Highest Degree) (College/University) (Year Graduated) (Major) (Minor)

(Next Degree) (College/University) (Year Graduated) (Major) (Minor)

(Third Degree) (College/University) (Year Graduated) (Major) (Minor)

(High School Attended) (City) (State) (Year Graduated)

(Elementary School Attended) (City) (State) (Year Graduated)

Indicate whether you have any of the following:

_____ Valid teaching certificate from the state of Kentucky Expires: _____

_____ Valid teaching certificate from another state Expires: _____

_____ Valid Statement of Eligibility/COE from the state of Kentucky Expires: _____

_____ Two years of out-of-state teaching experience Expires: _____

Yes No If you are a beginning teacher, have you taken the Praxis? If so, when: _____
Registered to take the Praxis exam on: _____

Are you a member of the Catholic faith? Yes No

(Membership in the Catholic faith is not a prerequisite for employment. However, the Archdiocese reserves the right to give preference in hiring to Catholics, particularly for those positions requiring the teaching of religion.)

EDUCATIONAL SERVICE

List most recent experience first; include student teacher/substitute teaching experience if you have less than three years teaching experience. Use a separate sheet of paper if necessary.

DATES FROM - TO	POSITION	GRADE(S) OR SUBJECT(S) TAUGHT	SCHOOL SYSTEM/ SCHOOL NAME	REASON FOR LEAVING

AVAILABILITY: Date _____ Position Applied For: Full-time Part-time Substitute Sub Only

Schools are located in the following counties: Bullitt, Hardin, Jefferson, Marion, Nelson, Oldham, and Washington. Circle any of the counties where you would be interested in teaching.

SUBSTITUTE INFORMATION ONLY:

Grade Level _____ Subject _____

Experience working with children: Yes No

Are you available for long-term sub positions: Yes No

Please include information such as: Area you will travel, days of the week available and best time to contact you. (Be specific) _____

Are you certified by the Kentucky Department of Education as a substitute teacher? Yes No
(If yes, please include a copy of the certificate.)

PROFESSIONAL REFERENCES

List only those people who are qualified to evaluate your skills for the position sought.

NAME	POSITION	ORGANIZATION NAME	ADDRESS	PHONE

Are you currently under contract? Yes No

If yes, name of school or system: _____

Your application will be kept on file for one year. After one year, all files are destroyed. If wish for your application to remain on file, then call or write the Assistant Superintendent of Schools at the Office of Lifelong Formation and Education.

EMPLOYMENT INFORMATION RELEASE AUTHORIZATION

I, _____, hereby affix my signature and release from liability any person authorized to give or receive any information related to my job performance/employment history, including all data and information pertaining to this application for employment, related papers, or oral interview.

I, therefore, hereby grant authorization to the Office of Lifelong Formation and Education, and the administrators of the Catholic schools to any time prior to, or during my employment:

1. Request any and all materials and information pertaining to my employment from any of my present or former employers, supervisors, or co-workers.
2. Request verification of credentials from all educational institutions I have attended.
3. Request any and all materials and information pertaining to any convictions for offenses against the law including motor vehicle records, if applicable to the duties of a job for which I am being considered.
4. Request from any and all references I have listed any and all information pertaining to my job performance/employment history as these are related to my ability to perform the duties of a job for which I am being considered.

I hereby further authorize:

1. My present and any former employers to release any and all information (written or verbal) pertaining to my employment with those employers to the Office of Lifelong Formation and Education, in care of the Assistant Superintendent of Schools.
2. Any and all educational institutions I have attended to release my credentials, upon request, to the Office of Lifelong Formation and Education.
3. Local and state police and state motor vehicle departments to research their records and to release any and all information pertaining to convictions and charges pending against me.
4. Any and all persons listed by me as references to release any and all information pertaining to my job performance/employment history as these relate to my ability to perform the duties of a job for which I am being considered. I further understand that I will not be permitted to view any such references.

I hereby certify that all information contained in this application for employment is true and accurate. I understand that submitting false information may result in the dismissal of my application or termination if hired.

Signature of Applicant

Date

Have you ever been convicted of a crime? Yes No
(Conviction of a crime is not an automatic bar to employment.
Please give details. Each case will be evaluated.)

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT. SEE BELOW FOR FURTHER INSTRUCTIONS.

PAPERWORK REQUESTED FOR COMPLETED APPLICATION

- Copy of valid Kentucky Teaching Certificate, or SOE/Confirmation of Employment Form (if applicable)
- Resume
- College Transcript (*official copies from College or University*)
- Three Student Teaching Evaluations or Three Final Appraisals from a prior teaching position (if applicable)

The items below are required with application to be considered for substitute teaching. All other positions will submit if hired.

- Two letters of reference
- Employee/Volunteer Criminal Background Check Authorization form (included in this application)
- Proof of Attendance of a Safe Environment Training Session – session schedule available on website

A Criminal Records Check must be performed by the Office of Lifelong Formation and Education. ***Please include a \$5 processing fee made payable to the Archdiocese of Louisville and complete the Criminal Records Check Form following:

Archdiocese of Louisville Office of Lifelong Formation and Education

Employee/Volunteer Criminal Background Check

Authorization

Consistent with Kentucky law and archdiocesan policy, all employees and volunteers who work with children must undergo a criminal background check. Please complete and sign this authorization form which will be used to obtain a criminal background check.

Type or print clearly

Social Security Number: _____

Driver's License Number: _____ State of Issue: _____

Driver's License Expiration Date: _____

Date of Birth: _____ Place of Birth: _____

Full Name: _____

Last

First

Middle

Maiden or Alias Names: _____

Street Address: _____

City, State, Zip: _____

E-mail Address: _____

Have you ever been convicted, found guilty, entered a plea of no contest, or had adjudication withheld in a criminal offense other than a minor traffic violation? Yes _____ No _____

I hereby give my permission for the Archdiocese of Louisville to obtain information relating to my criminal history record. I understand that as long as I remain an employee or volunteer, the criminal background check may be repeated at any time.

I hereby release the Archdiocese of Louisville and its employees from all causes of action, charges, liabilities and claims resulting from the investigation of my background in connection to my employment/volunteer assignment with the Archdiocese of Louisville.

Signature: _____ Date: _____

*****In order to process the criminal background check, please be sure to include \$5.00 made payable to the Archdiocese of Louisville – Office of Lifelong Formation.**

Complete SRI portion only
if you are applying for a
teaching position

**SRI ACADEMIES
TEACHER APPLICATION
SUPPLEMENT**

Last Name

First

Middle

DIRECTIONS: Please answer each of the questions given below as best you can. The space provided should be adequate, but if more space is needed please attach additional pages.

1. What do you want to accomplish as a teacher?

2. How will (do) you go about finding out about students' attitudes and feelings about your class?

3. An experienced teacher offers you the following advice: "When you are teaching be sure to command the respect of your students immediately and all will go well." How do you feel about this?

4. How do you go about deciding what it is that should be taught in your class?

5. A parent comes to you and complains that what you are teaching his/her child is irrelevant to the child's needs. How would you respond?

6. What do you think will (or currently does) provide you the greatest pleasure in teaching?

7. When you have some free time, what do you enjoy doing the most?

8. How do you go about finding what students are good at?

9. Would you rather try a lot of "way out" teaching strategies or would you rather try to perfect the approaches which work best for you? Explain your position.

10. Do you like to teach with an overall plan in mind for the year, or would you rather just teach some interesting things and let the process determine the results? Explain your position.

11. A student is doing poorly in your class. You talk to him/her, and he/she tells you that he/she considers you to be the poorest teacher he/she has ever met. What do you do?

12. If there were absolutely no restrictions placed upon you, what would you most want to do in life?
