



Application for Professional Employment
In the Schools of
The Archdiocese of New Orleans

EDUCATIONAL BACKGROUND

Note: **An official transcript of record from each institution of higher education attended must be sent to the Director of Personnel** (Office of Catholic Schools 7887 Walmsley Ave, NOLA 70125)

Name and Location of School	Dates Attended	Date Graduated	Diploma Degree	Nature of Studies	
				MAJOR	MINOR
Elementary					
High School					
College					
Graduate School					

Total credits earned to date in Education courses: _____

1. Have you ever for any reason been suspended, dismissed or asked to resign an educational position?		
2. Have you ever had a teaching certification denied, suspended, or revoked?		
3. Have you ever failed or refused to fulfill an employment contract with any school?		
4. Do you have or have you had any mental or physical conditions that could affect your ability to hold a teaching/administrative position?		
5. Do you use drugs in any form or excessive amounts of alcohol?		
6. Have you ever been found guilty of immoral conduct or dismissed from any teaching position for immoral or unprofessional conduct or for unfitness for service?		
7. Have you ever been discharged other than honorably from military service?		

WORK EXPERIENCE (in chronological order)

Give particulars of all previous and present employment (after college) starting with your most recent position. Include United States military service and type of military discharge and any former employment with an agency of the Archdiocese. Periods of unemployment, and reasons, should also be shown. If additional space is required, use a supplemental sheet.

Company/School Name Address, City, State	Dates Employed	Base Rate of Pay	Type of Work Performed & Title (If teacher, list grade and subject taught)	Specific Reason for Leaving
	Month Year		Name and Title of Supervisor	
	From	\$	Type Work Performed	
	To	Per	Name and Title of Supervisor	
	From	\$	Type Work Performed	
	To	Per	Name and Title of Supervisor	
	From	\$	Type Work Performed	
	To	Per	Name and Title of Supervisor	
	From	\$	Type Work Performed	
	To	Per	Name and Title of Supervisor	

Total years of FULL-TIME teaching experience: Elementary_____ High School_____

REFERENCES:

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)			

Please answer the following questions.

1. Why do you want to be an administrator in a CATHOLIC school?

2. Please describe any aspects of your training that would be an asset for the position you have requested.

3. Please indicate your background in religious education. How does this contribute to your work as principal?

4. How would you view your role as a principal/administrator in a Catholic school? Explain how this is the same or different from a teacher's role.
