Diocese
of
Shreveport

Application for
Educational
Administration
GENERAL INFORMATION

NAME __________________________________________

LAST NAME   FIRST NAME   MIDDLE NAME   MAIDEN NAME

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

<table>
<thead>
<tr>
<th>FROM MO/YR</th>
<th>TO MO/YR</th>
<th>KIND OF DEGREE</th>
<th>MAJOR</th>
<th>YEAR OF GRAD</th>
<th>SEM HRS. CREDIT</th>
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<tr>
<td>ELEMENTARY SCHOOL</td>
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<td>SECONDARY SCHOOL</td>
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<td>COLLEGES &amp; UNIVERSITIES</td>
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PREVIOUS EMPLOYMENT (Please list last employer first)

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<tr>
<th>FROM MO/YR</th>
<th>TO MO/YR</th>
<th>ADMIN. POSITION OR SUBJECT/GRADUATE TAUGHT</th>
<th>ANNUAL SALARY</th>
<th>REASON FOR LEAVING</th>
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<td>SCHOOL OR COMPANY NAME AND ADDRESS</td>
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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?
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<tr>
<th>STATE</th>
<th>LIFE OR TEMPORARY</th>
<th>SPECIFICATION</th>
<th>DATE ISSUED</th>
<th>DATE EXPIRED</th>
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<td></td>
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<td>(Level of Administration &amp; Subjects)</td>
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**TYPE OF ADMINISTRATIVE POSITION**

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<th>Acceptable</th>
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- Full-time administration
- Half-time administration/half-time teaching
- Majority of time administration/some teaching
- Minimum of administration/maximum of teaching

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

**LEVELS**

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- Kindergarten
- Primary
- Intermediate
- Junior High

**STRUCTURE**

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- Self-contained
- Double grades
- Triple grades
- Departmental

**SUBJECT AREAS**

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- Religion
- Language Arts
- Math
- Science

- Social Studies
- Art or Music
- P.E. / Health
- Computer Science

**PRIOR EXPERIENCE WITH ADMINISTRATIVE RESPONSIBILITIES**

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

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<tr>
<th>PLEASE PRINT: NAME</th>
<th>ADDRESS AND TELEPHONE #</th>
<th>RELATIONSHIP OR OFFICIAL POSITION TOWARD APPLICANT</th>
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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