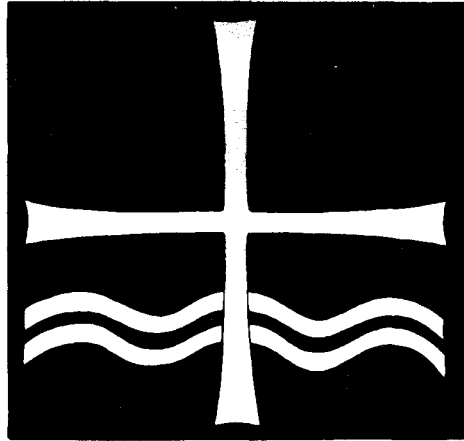


Applicant's Name: _____

**PROFESSIONAL EMPLOYMENT APPLICATION
ARCHDIOCESE OF LOUISVILLE**



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 PERSONNEL AND PLANNING
ATTENTION: COORDINATOR OF PERSONNEL SERVICES
PO Box 1073
LOUISVILLE, KENTUCKY 40201-1073
(502)585-3291

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

Applicant's Name: _____

EMPLOYMENT INFORMATION RELEASE AUTHORIZATION

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

I, therefore, hereby grant authorization to the Office of Personnel and Planning 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 Personnel Services of the Office of Personnel and Planning.
2. Any and all educational institutions I have attended to release my credentials, upon request, to the Office of Personnel and planning.
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 termination.

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.**

CHECK OFF ITEMS ENCLOSED IN THIS APPLICATION

- Copy of valid Kentucky Teaching Certificate, or Statement of Eligibility /Confirmation of Employment Form
- Resume
- College Transcript and/or Placement File (official copies preferred)
- Three Student Teaching Evaluations or Three Final Appraisals from a prior teaching position
- Two letters of reference (substitute teaching applicants only)

Applicant's Name: _____

FOR OFFICE OF PERSONNEL AND PLANNING 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 _____

PROFESSIONAL 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.

Applicant's Name: _____

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

Sub Instructions: Please include information such as: Area you will travel, days of the week, call morning or evening, etc. (Be specific) _____

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

If you are applying to be a substitute, a Criminal Records Check must be performed at the Chancery Office. Please call for appointment, a \$10 processing fee made payable to the KY State Treasurer is required.

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 in the active file for one year. After one year, you will receive a letter from this office to ask if you wish to have your application kept active. After one year, all inactive files are destroyed. If you know before you receive a letter that you wish to stay active, call or write the Coordinator of Personnel Services at the Office of Personnel and Planning.

Applicant's Name: _____

**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 child is irrelevant to the child's needs. How would you respond?

Applicant's Name: _____

6. What do you think will (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 her, and she tells you that she considers you to be the poorest teacher 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?
