



Our Lady of Fatima Elementary School

2315 Johnston St, Lafayette, LA 70503

INSTRUCTIONS FOR SUBMITTING AN EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER OR ASSISTANT

Thank you for your interest in and consideration of employment with Our Lady of Fatima Elementary School. All applications are retained in our files for a period of three (3) years. Please follow the application instructions below and include all requested items. If questions should arise, please contact Administrative Assistant, Marlene Patin, at mpatin@olf.org

***Pax Christi,
Angela Isaacs, Principal***

1. Print and complete the attached 3 page Application for Employment.
2. Submit your completed application along with the following items:
 - _____ Resumé (If available)
 - _____ Teaching Certificate (If Certified)
 - _____ Add by letter, any other information that will give us a better insight into your present and past professional abilities.

***Note: Your application is considered complete only if
ALL items listed above are submitted.***

***Our Lady of Fatima School is centered in Christ,
committed to learning, and called to build character
in a Catholic Environment.***



Our Lady of Fatima Elementary School

APPLICATION OF EMPLOYMENT FOR SUBSTITUTE TEACHER OR SUBSTITUTE TEACHER ASSISTANT

Date of Application: _____

Date Available for Employment: _____

Position(s) for which you are applying:

Please Print:

Full Name: _____
Last First Middle/Maiden

Address: _____ Email: _____
Street/City/State/Zip

Cell Phone: (____) _____ Home Phone: (____) _____ Religion: _____

Are you applying for full or part time employment? _____ Comments? _____

Educational Background and Experience:

Degree Earned _____ College Granting _____ Year _____

Major Area of Study _____ Minor Area of Study _____

Additional Degree _____ College Granting _____ Year _____

Major Area of Study _____ Minor Area of Study _____

Louisiana Teaching Certificate Type/No. _____ Date Issued: _____ Date Expires: _____

Certified to Teach (Check all that apply): Early Childhood _____ Kindergarten _____

Elementary Grades _____ Secondary Subjects _____ Special Education _____

Comments on the above: _____

Do you hold a Certificate from another state: YES NO Issue Date: _____ Expiration Date: _____

State: _____

Total Number of Years Teaching Experience: _____

Please List Your Previous Teaching Experience:

School/Location _____ Grade/Subject: _____ Years: _____

School/Location _____ Grade/Subject: _____ Years: _____

School/Location _____ Grade/Subject: _____ Years: _____

School/Location _____ Grade/Subject: _____ Years: _____

List memberships in professional and business organizations:

References: List one (1) Personal Reference (neither relatives nor former employers) and include the requested contact information:

<i>Name</i>	<i>Address</i>	<i>Phone</i>
	<i>Email</i>	<i>Relationship</i>

List three (3) Professional References (must include last two Principals, if Teacher OR must include last two Employers, if Assistant) and include the requested contact information:

<i>Name</i>	<i>Address</i>	<i>Phone</i>
	<i>Email</i>	<i>Relationship</i>

<i>Name</i>	<i>Address</i>	<i>Phone</i>
	<i>Email</i>	<i>Relationship</i>

<i>Name</i>	<i>Address</i>	<i>Phone</i>
	<i>Email</i>	<i>Relationship</i>

Safe Environment Certification: I have _____ have not _____ attended the Diocesan requirement for two(2) hours of initial education and training for “A Safe Environment for the Protection of Children and Young People.” If you have met the Diocesan certification requirements, please list the location of your initial training: _____

Most Recent Volunteer Experience :

Organization: _____ Organization Phone Number: _____

Volunteer Duties/Activity: _____

This application will be placed in the files of our office for a period of three (3) years. You will be notified by the Principal for an interview if your services are desired. Thank you.

Applicant’s Signature: _____ **Date:** _____

Applicant's Name: _____

PROFESSIONAL CONDUCT

(An answer is required to each question.)

Answer each of the following questions by circling "YES" or "NO" and providing additional information as requested

1. Have you ever had any professional license or certificate denied, suspended, revoked, or voluntarily surrendered? 1. YES NO
A. If YES, in what state? _____
2. Are you currently being reviewed or investigated for purposes of such action as stated in Question #1 or is such action pending? 2. YES NO
A. If YES, in what state? _____
3. Have you ever been convicted of any felony offense, been found guilty or entered a plea of *nolo contendere* (no contest), even if adjudication was withheld? 3. YES NO
4. Have you ever been convicted of a misdemeanor offense that involves any of the following:
A. Sexual or physical abuse of a minor child or other illegal conduct with a minor child? 4A. YES NO
B. The possession, use, or distribution of any illegal drug as defined by Louisiana or federal law? 4B. YES NO
5. Have you ever been granted a pardon for either/both of the offenses listed in Questions #3 or #4? 5. YES NO

If you answered "YES" to any of the questions (#1 - #5 above) **court-certified** copies of all documents and proceedings, civil records of State and/or District School Board actions and/or other relevant documentation that provide full disclosure of the nature and circumstances of **EACH** separate incident listed above must be submitted with your completed application.

I affirm and declare that all information given by me in the responses to items #1 through #5 above is true, correct and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in criminal prosecution and/or the denial or revocation of my teacher certification.

Applicant Signature: _____ Date: _____

Our Lady of Fatima Catholic School admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship programs, and other organization-administered programs.