

ADMINISTRATOR-MINISTER EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Applicant's Name _____
Last
First
Middle
Maiden

Present Address _____
Street
City
State
Zip Code

How long at present address _____ Telephone _____

Alternate Number where message may be left _____

E-mail address: _____

In Full Communion with Church _____ Yes _____ No _____

EDUCATIONAL BACKGROUND (List in chronological order)

An official transcript of record from each institution of higher education attended must be sent to the Human Resource Office.

Name and Location of School	Dates Attended		Date Graduated	
High School		Diploma or Degree		
College				Nature of Studies
				Major
Graduate School		No. of credits		Area of Specialization
		Degree		

Total Credits earned to date in Education courses: _____

When available for interview: _____

Date available for employment: _____

CERTIFICATION

State	Type of Certificate Held	Date Issued	Expiration Date	Certificate Number	Subjects/Grades/Areas for which you are certified

Please list any foreign languages with which you have a speaking or reading facility, and indicate the degree of proficiency. _____

WORK EXPERIENCE (in chronological order)

Give particulars of all previous and present employment (for the past ten years) 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 Diocese. Periods of unemployment and reasons should also be shown. If additional space is required, please use a supplemental sheet.

Company or School Name Address, City, State	Dates Employed		Base Rate of Pay at End	Name & Title of Supervisor Type of Work Performed & Title (If Teacher, list Grade and Subject taught)	Specific Reason for Leaving
	Month	Year			
	From		\$		
	To		Per		
	From		\$		
	To		Per		
	From		\$		
	To		Per		
	From		\$		
	To		Per		

Total Years of FULL-TIME teaching experience: Elementary _____ High School _____

REFERENCES

Please list only persons who know you well.

Full Name of Reference	Address, City, State, Zip Code	Phone	Position
Pastor/Clergyman			
Present Employer			
Previous Employer or College Advisor			
Other (Excluding Relative)			

PERSONAL INFORMATION

NO YES

1. Have you submitted above as your professional reference someone other than either the principal of your most recent teaching position or the supervisor of your teacher training?

2. Have you ever, for any reason, been suspended, dismissed, or asked to resign from an educational position?

3. Have you ever had a teaching certificate denied, suspended, or revoked?

4. Have you ever failed or refused to fulfill an employment contract with any school?

5. Have you ever been discharged other than honorably from military service?

6. Have you participated in Safe Environment training in a Catholic Diocese in the State of Louisiana and have a certificate to verify?

Explain any “yes” answers (except No. 6) on an attached statement.

Please answer the following questions on a separate sheet. Your application cannot be processed without this information.

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

2. Please describe any aspect of your training or experience (e.g., extra-curricular activities in high school or college, projects directed while teaching, parish or civic activities) which would be an asset for the position you have requested?

3. Please indicate your background in religious education. How would this contribute to your work as an administrator-minister?
4. How would you view your role as an administrator-minister in a Catholic school? Explain how this is like or different from a teacher's role?
5. How important do you consider your own Christian attitudes and practices in your role as an administrator?
6. Attach your philosophy of Catholic education.

Documents submitted with this application become the property of the Catholic Schools Office and will not be returned.

STATEMENT: The Diocese of Houma-Thibodaux is an equal opportunity employer and does not discriminate against applicants or employees by reason of race, age, sex, handicap or national origin. This non-discriminating policy applies to hiring, training, promoting, salaries, transfers and working conditions.

STATEMENT: I understand that any omission or misrepresentation of material fact in this application may result in refusal or separation from employment. I hereby authorize the Catholic Schools Office to make any investigation of my background deemed necessary and to share all the information contained herein with any pastor, board or screening committee in the diocesan school system who might be interested in considering me for an administrative position in said system. I will sign any necessary release forms to assist in the obtaining of information. I understand and agree that the Catholic Schools Office or the schools in the Diocese of Houma-Thibodaux shall have the right at any time after my termination to furnish information to others regarding my employment including the information contained in this application.

Signature of Applicant

Please submit:

1. Completed Application
2. Criminal Background Check - State of Louisiana
3. Copy of all college transcripts
4. Resume¹
5. Copy of Teacher Certification, if applicable
6. Three current letters of recommendation

FORWARD TO: Human Resource Director (unless otherwise directed in ad)
Diocese of Houma-Thibodaux
P. O. Box 505
Schriever, LA 70395