



St. Pius Elementary School

*205 East Bayou Parkway
Lafayette, LA 70508*

INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR CERTIFIED SUBSTITUTE TEACHER EMPLOYMENT

Thank you for your interest in, and consideration of employment with, St. Pius Elementary School. St. Pius Elementary School employs only certified teachers and certified substitutes. 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 while completing the Application for Certified Substitute Teacher Employment, please do not hesitate to reach out to Marlene Patin (contact information provided below) for assistance.

*In Christ,
Donna Lemaire
Principal*

1. Print and complete and print the Application for Employment included in this packet.
2. Submit your completed Application with the following items:
 - _____ Teaching Certificate
 - _____ Resumé
 - _____ Safe Environment - latest certificate (if applicable)

(NOTE: Your application is only considered complete if ALL listed items are submitted. Your application packet will be considered incomplete if any of the items above are missing from the submitted application packet.)

3. Mail or deliver your completed application packet to:
 - St. Pius Elementary School*
 - Attention: Marlene Patin*
 - 205 East Bayou Parkway*
 - Lafayette, La. 70508*
4. Questions about this application may be addressed to Marlene Patin, Administrative Assistant, by phone at 337-237-3139 ext 3556 or via e-mail to marlene_patin@stpiuselementary.org



St. Pius Elementary School

**APPLICATION FOR EMPLOYMENT
Certified Substitute**

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: _____

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. _____ Issue Date: _____ Expiration Date: _____

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

Elementary Grades _____ Secondary Subjects _____ Special Education _____

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

State: _____

No. of Yrs. Teaching Experience: _____

Previous Teaching Experience:

School/Location _____ Grade/Subject: _____ Dates _____

School/Location _____ Grade/Subject: _____ Dates: _____

School/Location _____ Grade/Subject: _____ Dates: _____

List memberships in professional or business organizations: _____

References: List four (4) Personal References (neither relatives nor former employers) and include the requested contact information:

Name *Address* *Phone*

Email *Relationship*

Name *Address* *Phone*

Email *Relationship*

Name *Address* *Phone*

Email *Relationship*

Name *Address* *Phone*

Email *Relationship*

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

Name *Address* *Phone*

Email *Relationship*

Name *Address* *Phone*

Email *Relationship*

Name *Address* *Phone*

Email *Relationship*

Safe Environment Certification: I have _____ have not _____ attended the Diocesan requirement for two (2) hours initial education and training for "A Safe Environment for the Protection of Children and Young People." If you have met the requirements, **please provide a copy of Safe Environment certificate** issued by the Diocese. Location of Initial Training: _____

Most Recent Volunteer Experience :

Organization: _____ Organization Address: _____

Organization Phone Number: _____ Volunteer Coordinator: _____

Date(s) of most recent volunteerism: _____

Volunteer Duties/Activity: _____

Applicant's Signature: _____ **Date:** _____

Applicant's Name: _____ Social Security Number: _____

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: _____

St. Pius Elementary School does not discriminate on the basis of race, gender or national origin in its educational programs, activities or employment policies.