



St. Pius Elementary School
205 East Bayou Parkway, Lafayette, LA 70508

INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR CERTIFIED PERSONNEL EMPLOYMENT:

Thank you for your interest in, and consideration of employment with, St. Pius Elementary School. St. Pius Elementary School employs only certified teachers. 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 Personnel Employment, please do not hesitate to reach out to Katie Falgout (contact information provided below) for assistance.

***In Christ,
Donna Lemaire
Principal***

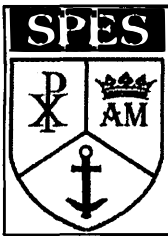
- 1. Print and complete the Application for Employment included in this packet.**
- 2. Submit your completed application with the following items:**
 - Transcript (Official will be needed if hired.)
 - Teaching Certificate
 - NTE or PRAXIS Scores
 - Resumé
 - Safe Environment - latest certification info (if applicable)
 - Sample Lesson Plan
 - Classroom Management Plan
 - Differentiated Lesson
 - Sample Assessment
 - Digital Portfolio OR Samples of Student Work

(Your application is only considered complete if ALL items listed above 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: Katie Falgout
205 East Bayou Parkway
Lafayette, La. 70508***

Questions about this application may be addressed to Katie Falgout at 337-237-3139 ext 3556 or via e-mail to Katie_Falgout@stpiuselementary.org



St. Pius Elementary School

**APPLICATION FOR EMPLOYMENT
Certified Personnel**

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: _____ Years: _____

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

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

List memberships in professional and business organizations:

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

◇ Name _____ Email address _____ Phone _____
Relationship To Applicant: _____

◇ Name _____ Email address _____ Phone _____
Relationship To Applicant: _____

◇ Name _____ Email address _____ Phone _____
Relationship To Applicant: _____

◇ Name _____ Email address _____ Phone _____
Relationship To Applicant: _____

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

◇ Name _____ Email address _____ Phone _____
Relationship To Applicant: _____

◇ Name _____ Email address _____ Phone _____
Relationship To Applicant: _____

◇ Name _____ Email address _____ Phone _____
Relationship To Applicant: _____

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 Diocesan certification requirements, **please provide a copy of Safe Environment certificate issued by the Diocese** . Location of your 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.

Employment Application-Certified