



***St. Pius Elementary School***

*205 East Bayou Parkway  
Lafayette, LA 70508*

**INSTRUCTIONS FOR SUBMITTING  
AN APPLICATION FOR  
NON-CERTIFIED PERSONNEL EMPLOYMENT**

1. Print and complete the Application for Employment included in this packet.
2. Submit your completed application with the following items:
  - \_\_\_\_\_ Copy of Transcript (if applicable)
  - \_\_\_\_\_ Safe Environment - latest certificate (if applicable)
  - \_\_\_\_\_ Resume

**(NOTE:** 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 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](mailto:marlene_patin@stpiuselementary.org)

Thank you for your interest in St. Pius Elementary School.

*In Christ,  
Donna Lemaire  
Principal*



*St. Pius Elementary School*

**APPLICATION FOR EMPLOYMENT  
Non-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 \_\_\_\_\_

**Previous Work Experience:**

Place of Employment \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Place of Employment \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

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Place of Employment \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

**Memberships in Professional/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 list last 2 employers) 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.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_