



ST. CHARLES CATHOLIC HIGH SCHOOL

100 Dominican Drive

LaPlace, Louisiana 70068-3499

(985) 652-3809 ♦ Fax: 985-652-2609

www.stcharlescatholic.org

SUBSTITUTE TEACHER APPLICATION/INFORMATION FORM

GENERAL INFORMATION

NAME: _____
First Middle Maiden Married

ADDRESS: _____
Street City State Zip

PHONE NO.: _____ CELL NO.: _____

EMAIL: _____

SOC. SEC. NO.: _____ DATE OF BIRTH: _____

CURRENT RELIGION: _____ PARISH/CHURCH: _____

EDUCATIONAL BACKGROUND, CERTIFICATIONS, & SAFE ENVIRONMENT TRAINING

For the Highest Level of School Completed, please provide the following information:

INSTITUTION _____ LOCATION: _____

DATES: _____ DEGREES/HOURS COMPLETED: _____

Are you a CERTIFIED TEACHER? YES NO (Circle One)

If yes, certificate type: _____ License # _____

Have you attended 'SAFE ENVIRONMENT TRAINING?' YES NO (Circle One)

WORK EXPERIENCE

Start with present or most recent position first. Use additional sheet if necessary.

Employer: _____ Position: _____ From _____ to _____

Address: _____ Duties: _____

Supervisor: _____ Phone: _____

Reason for leaving: Resignation Discharge Layoff Retirement other: _____

Employer: _____ Position: _____ From _____ to _____

Address: _____ Duties: _____

Supervisor: _____ Phone: _____

Reason for leaving: Resignation Discharge Layoff Retirement other: _____

WORK EXPERIENCE (Continued)

Employer: _____ Position: _____ From _____ to _____

Address: _____ Duties: _____

Supervisor: _____ Phone: _____

Reason for leaving: Resignation Discharge Layoff Retirement other: _____

OTHER INFORMATION

Please circle YES or NO for each question.

- Has your teaching license ever failed to be renewed? YES NO
- Have you ever resigned, or been compelled to resign, a teaching position? YES NO
- Have you ever been convicted of a crime that has not been expunged by a court? YES NO
- Has a child protective agency ever substantiated that you abused or neglected a child? YES NO

If you answered 'yes' to any of the above questions, please explain:

Is there anything you would like for us to know about you when considering your application?

Can you provide verification of identity and authorization for employment at time of hire?

YES NO (Circle One)

Employment will be subject to satisfactory background check and Teaching Authorization, among other things. I understand that, if employed in a part-time or temporary position, I may not be eligible to participate in any of the diocesan group insurance, medical insurance, or retirement plans. Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the school and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the school unless made in writing signed by me and an authorized representative of the Diocese. I understand I have the right to terminate my employment at any time and that the Diocese retains a similar right. I certify that information contained in this application is true and correct to the best of my knowledge, and I understand that providing materially incorrect information in this application is grounds for disqualification from further consideration, or for dismissal from employment if hired.

SIGNATURE OF APPLICANT

DATE