



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

NON-CERTIFIED PERSONNEL EMPLOYMENT
Application Instructions

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: Applications are only considered complete if ALL items listed above are submitted.)

3. Mail or deliver your completed application packet to:
St. Pius Elementary School
Attention: Kellie DesOrmeaux
205 East Bayou Parkway
Lafayette, La. 70508

4. Questions about this application may be addressed to SPES Principal, Kellie DesOrmeaux via e-mail at kellie_desormeaux@stpiuselementary.org.

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

In Christ,
Kellie DesOrmeaux
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: _____

Place of Employment _____ Position: _____ Dates: _____

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* _____ *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 list last two (2) employers, 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 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: _____

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