



URSULINE ACADEMY

Application for Teaching Position

Date: _____ Applying for Position of: _____

PERSONAL DATA

Name: _____

(Last Name)

(First Name)

(Middle)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone:- _____ Work Phone: _____ Cell No.: _____

Social Security No. _____ - _____ - _____ Religious Affiliation: _____

EDUCATIONAL DATA

A. Certification

1. Do you hold a Louisiana Teaching Certificate? Yes _____ No _____

2. If yes, indicate the following: Class and Number: _____

Date Issued: _____

3. Areas of certification stated on the certificate: _____

4. If no, when do you expect to receive your Louisiana Certificate? _____

5. Do you hold a certificate from another state? Yes _____ No _____

6. If yes, indicate the following: State _____

Class or Type and Number _____

Date Issued _____

Areas of Certification: _____

Established in 1727, Ursuline Academy has the unique honor of being both the oldest Catholic and oldest girls' school in the United States.



B. Educational Background

High School from which graduated: _____
Address: _____
Date of Graduation _____
(Mo.) (Day) (Year)

College or University from which BS or BA degree received: _____
City/State: _____
Date of Graduation _____
(Mo.) (Day) (Year)
Major Area: _____ Minor Area: _____

College or University from which graduate degree received: _____
City/State: _____
Date of Graduation: _____
(Mo.) (Day) (Year)
Major Area: _____ Minor Area: _____

Leadership positions you have held: _____

Extracurricular activities and/or interest outside of the field of education: _____

PROFESSIONAL EXPERIENCE

A. Student Teaching

Position/Grade Level or Subject: _____
Dates: _____
Institution Name: _____
Phone Number: _____
Address: _____

An Ursuline education is rooted in a
tradition of formation and innovation.

ursulineneworleans.org



B. Former Positions

(including last position held)

Position/Grade Level or Subject: _____ Dates: _____
Institution Name: _____ City, State: _____
Reason for leaving: _____

Position/Grade Level or Subject: _____ Dates: _____
Institution Name: _____ City, State: _____
Reason for leaving: _____

Position/Grade Level or Subject: _____ Dates: _____
Institution Name: _____ City, State: _____
Reason for leaving: _____

Position/Grade Level or Subject: _____ Dates: _____
Institution Name: _____ City, State: _____
Reason for leaving: _____

Please list any additional positions on the back of this form.

List any extracurricular activities for which you had responsibility as a teacher: _____

REFERENCES

List references/individuals including three that have supervised you.

Name _____ Title: _____
Employer: _____
Address: _____
Phone Number: _____ Last Date Worked for Reference: _____

Name _____ Title: _____
Employer: _____
Address: _____
Phone Number: _____ Last Date Worked for Reference: _____

Name _____ Title: _____
Employer: _____
Address: _____
Phone Number: _____ Last Date Worked for Reference: _____

Name _____ Title: _____
Employer: _____
Address: _____
Phone Number: _____ Last Date Worked for Reference: _____

Ursuline's motto is *Serviam*, meaning "I will serve." *Serviam* provides the foundation for each young lady's development.



Are we free to contact your present/former employers at this time? _____

Have you ever been arrested? _____ Convicted? _____

Has a civil or criminal complaint ever been filed against you, alleging sexual abuse, other physical abuse, or neglect of a minor by you? _____

If the answer is "yes" to any of the above, please explain: _____

Have you ever terminated your employment, had your employment terminated, or been investigated for reasons relating to allegations of sexual abuse, other physical abuse, or neglect of a minor by you? _____

Have you ever terminated your employment, had your employment terminated, or been investigated for reasons relating to allegations of sexual harassment? _____

If the answer is "yes" to any of the above, please explain: _____

CERTIFICATION/AUTHORIZATION

I certify that all information given on this application is true and complete. I understand that any false or misleading answer or omission in this application or my interview with Ursuline Academy's representatives will disqualify me from consideration for employment and if said information is discovered to be false at any time after I may become employed by Ursuline Academy, I will be subject to discharge.

I also authorize Ursuline Academy, or its representative, to investigate all statements and information contained in this Application and to contact all persons or organizations listed above as referenced and/or previous employers for information pertinent to this application for employment.

I have read, understand and agree to the foregoing statements contained in this section entitled "Certification/Authorization".

Applicant's Name: _____ Date: _____

(Please Print)

Applicant's Signature: _____

This application is not valid unless signed and dated.

The ethos of Ursuline Academy
is derived from its spirituality,
a spirituality based on hospitality.

ursulineneworleans.org

