

**BROTHER MARTIN HIGH SCHOOL
Faculty Employment Application**

Date of Application: _____

Applicant's Name: _____
Last First Middle

Social Security #: _____ Driver's License #: _____

Maiden Name: _____ First Name of Spouse: _____

Other Names by which you have been known: _____

List the present address where you can be contacted:

Street City State Zip Code

Telephone: _____ Alternative Telephone: _____

Email: _____ Best time to be contacted: _____

When are you available for an interview? _____

Personal Information

Status (Circle One): Single Married Separated Annulment Divorced Single

Divorced Remarried Religious Brother Religious Sister

Number and Ages of Children: _____

Religion: _____ Do you actively practice your faith? _____

What is the name of your Catholic Church parish or non-Catholic church? _____

Are you a U.S. citizen? _____

List all social media, blogsites, and websites you control: _____

Applying for (circle one): Full-time Part-Time Temporary Substitute

Applying for: Teacher Librarian Counselor Campus Ministry Administration

Other: _____

Subject Area Preferences: _____
First Choice Second Choice

What extracurricular responsibilities do you have experience directing? _____

What extracurricular responsibilities would you be willing to accept? _____

Educational History

College/ University (begin w/ most recent)	City and State	Dates Attended	Course of Study	Degree Earned (B.A., M.S., etc.)

Total semester hours:
 Education courses: _____ earned at _____ University in _____
Year
 Graduate courses: _____ earned at _____ University in _____
Year

Professional Information

Number of years of teaching experience: _____
Elementary 1-7 High School 8-12

LA Teaching Certificate:

Type: _____ Number: _____ Issue Date: _____ Expiration Date: _____

Areas of Certification: _____

Subject areas in which you are not certified but have earned 12 or more semester hours:

Employment History

Dates of employment (begin w/ most recent)	Name and address of school (city,state)	Base rate of pay at end of employment	Immediate supervisor's name and phone #	Subjects taught/ extracurricular activities	Reason for leaving position

Volunteer Activities

Organizations	Duties	Dates	Contact	Phone Number

References

Name	City, State, Zip	Daytime phone Cell phone	How long have you known this person?
Professional/ Civic Title/ Relationship			
Professional/ Civic Title/ Relationship			
Personal Relationship			
Personal Relationship			

Note: An official transcript of record from each institution of higher education attended must be sent to Brother Martin High School.

When are you available for employment? _____

What is your anticipated salary for this position? _____

Briefly state your philosophy of education. _____

What strengths could you contribute to fulfill the mission of a Catholic school? _____

What three things are most important to you in the educational process? _____

Describe any aspect of your training or experience which would be an asset in the position for which you are applying. _____

Legal History

Indicate YES or NO for the following questions.

_____ Have you ever been convicted or pled nolo contendere to a criminal offense or had a criminal offense expunged (felony or misdemeanor)? Answer yes if you have entered a plea agreement including a deferred sentence or deferred judgment arrangement in connection with a criminal case.

_____ Have you ever been found guilty of immoral conduct or dismissed from any teaching position for immoral or unprofessional conduct or for unfitness for service, or ever been the subject of a civil lawsuit involving sexual misconduct, violence, or injury involving adults or children?

_____ Do you have any disciplinary action or investigation pending by an employer, or other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?

_____ Have you ever been disciplined, dismissed, asked to leave or end your membership in any volunteer position or employment following allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?

_____ Have you ever engaged in or been accused or convicted of child abuse, indecency with a child, violence involving a child, or injury to a child?

_____ Have you ever been the subject of a complaint or disciplinary proceeding against any professional license or professional affiliation held by you or been charged with a sexual offense relating to children or a crime of violence?

_____ Have you ever been discharged other than honorably from military service or been reported to any organization or registry for abuse, violence, or misconduct involving children or adults?

_____ Have you ever been suspended from, dismissed from, or asked to resign a teaching position?

For any “yes” answers, please attach a detailed explanation in writing.

Brother Martin High School appreciates your willingness to share your skills and expertise. Providing safe and secure formation for all of the students entrusted to our care is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality programming. **Initial all statements below, and sign and date the application form.**

_____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.

_____ I understand that my references will be contacted and that various types of background checks including a criminal background check will be conducted. I authorize investigations of all statements contained in this application, and I further authorize Brother Martin High School to share all information contained herein with any administrator of a New Orleans Archdiocese Catholic school who might be interested in considering me for employment.

_____ I agree to observe all of your organizations guidelines and policies.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand that Brother Martin High School has a **ZERO TOLERANCE FOR ABUSE** and takes all allegations of abuse seriously. I further understand that Brother Martin High School cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of students is grounds for immediate dismissal and possible criminal charges.

_____ I declare that I am not a pedophile or child molester and that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a child or an adult and that I have never been accused of these acts.

_____ I understand and agree that false statements or omissions or misrepresentations of material fact regarding past conduct or my present situation may be grounds for denial of the application to provide employment or volunteer services and that refusal to inform Brother Martin High School of the contents of a sealed criminal record will result in automatic denial of this application.

_____ Brother Martin High School does not discriminate against applicants or employees by reason of race, age, sex, handicap, or national origin. This non-discriminating policy applies to hiring, training, salaries, promotions, and working conditions.

_____ I have read and understand all of the above statements.

Signature of Applicant

Date

Return this application, a photograph, a photocopy of teaching certificate, and official copies of college transcripts to:

**Principal
Brother Martin High School
4401 Elysian Fields Ave.
New Orleans, LA 70122-3898**

Note: Applications are maintained on file for one year.

For Brother Martin High School Use:
I have reviewed this signed application and have noted missing information.

Administrator's Signature

Date

Administrator's Name