

**Mount Carmel Academy**  
**7027 Milne Boulevard**  
**New Orleans, LA 70124**  
**Phone: 504-288-7626**  
**Fax: 504-288-7629**  
**e-mail: [mca@mcacubs.org](mailto:mca@mcacubs.org)**

Please list your subject preferences:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Hired by: \_\_\_\_\_

PLEASE PRINT OR TYPE:

Name: \_\_\_\_\_  
                    Last                    Middle                    First

Address: \_\_\_\_\_  
                    Street                    City                    State                    Zip

Phone- Home: \_\_\_\_\_ Work: \_\_\_\_\_

LA CERTIFICATE (type): \_\_\_\_\_

AREAS OF CERTIFICATION: \_\_\_\_\_  
\_\_\_\_\_

UNDERGRADUATE DEGREE: \_\_\_\_\_ MAJOR: \_\_\_\_\_

GRADUATE DEGREE: \_\_\_\_\_ MAJOR: \_\_\_\_\_

12 HOURS OR MORE (exclude major): \_\_\_\_\_  
\_\_\_\_\_

RELIGIOUS PREFERENCE: \_\_\_\_\_

MAIDEN NAME: \_\_\_\_\_

YEARS OF TEACHING EXPERIENCE: \_\_\_\_\_

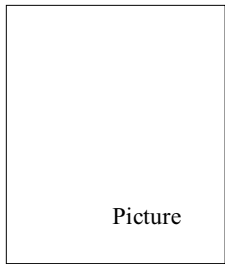
DATE OF APPLICATION: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE AVAILABLE FOR EMPLOYMENT: \_\_\_\_\_

SECONDARY APPLICATION  
FOR PROFESSIONAL EMPLOYMENT  
IN THE SCHOOLS OF THE  
ARCHDIOCESE OF NEW ORLEANS

MOUNT CARMEL ACADEMY  
A CATHOLIC GIRLS SCHOOL IN THE  
ARCHDIOCESE OF NEW ORLEANS



TEACHER EMPLOYMENT APPLICATION

PERSONAL INFORMATION:

Applicant's Name \_\_\_\_\_  
(Last) (First) (Middle)

Maiden Name \_\_\_\_\_ First Name of Spouse \_\_\_\_\_

Present Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

How long at present address? \_\_\_\_\_

Permanent Address (if different) \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone \_\_\_\_\_ Alternate telephone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Social Security Number \_\_\_\_\_

Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced: Remarried \_\_\_\_\_ Religious Brother \_\_\_\_\_  
Annulment \_\_\_\_\_ Divorced: Single \_\_\_\_\_ Religious Sister \_\_\_\_\_

Religion \_\_\_\_\_

Citizen \_\_\_\_\_

Practicing Catholic \_\_\_\_\_

Non-Citizen \_\_\_\_\_

Number of children \_\_\_\_\_

SUBJECT QUALIFICATIONS

List those subject areas in which, to date, you have earned 12 or more hours of college credit (Exclude Major):

Expected Annual Salary \_\_\_\_\_

EXPERIENCE AND/OR ABILITY TO DIRECT ACTIVITIES

Give a brief explanation of your experience and number of years experience:

## TEACHING CERTIFICATES

CERTIFICATION					
Certificates You Hold					
STATE	Type of Certificate	Date Issued	Date of Expiration	Certificate #	Subjects/Grades

### EDUCATIONAL BACKGROUND *(List in chronological order)*

Note: An official transcript of record from each institution of higher education attended must be sent to Personnel Department

Name & Location of School	Dates Attended		Date Graduated	
Elementary				
High School		<u>Diploma or Degree</u>		
College		<u># Credits    Degree</u>		<u>Nature of Studies</u> MAJOR                  MINOR
Graduate School		<u># Credits    Degree</u>		<u>Area of Specialization</u>

If you have not as yet completed undergraduate studies, please indicate the pending date for receipt of your bachelor's degree: \_\_\_\_\_

Total credits earned to date in Education courses: \_\_\_\_\_ (Do not omit)

Please list any foreign language with which you have a speaking or reading facility, and indicate the degree of proficiency: \_\_\_\_\_

**WORK EXPERIENCE** (*in chronological order*)

Give particulars of all previous and present employment (after college) starting with your most recent position. Include United States military service and type of military discharge and any former employment with an agency of the Archdiocese, its parishes or related entities. Periods of unemployment, and reasons, should also be shown. If additional space is required, use a supplemental sheet.

1. Company or School Name 2. Address, City, State	Dates Employed		Base Rate of Pay at the end	1. Type of Work Performed & Title (If teacher, list grade & subject) 2. Name & Title of Supervisor	Specific Reason for Leaving
	Month	Year			
1.	From:		\$	1.	
2.	To:		Per	2.	
1.	From:		\$	1.	
2.	To:		Per	2.	
1.	From:		\$	1.	
2.	To:		Per	2.	
1.	From:		\$	1.	
2.	To:		Per	2.	

Total years of FULL TIME teaching experience : Elementary \_\_\_\_\_

Secondary \_\_\_\_\_

REFERENCES: *(Please list only persons who know you WELL):*

Full Name of Reference	Address, City, State, Zip	Telephone Number	Position
(Pastor/Clergyman) 1.			
(Present Employer) 2.			
(Previous Employer or College Advisor) 3.			
(Other, Excluding Relative) 4.			

PERSONAL INFORMATION:

1. Have you submitted above as your professional reference someone other than the principal of your most recent teaching position or the supervisor of your teacher training? Yes No
2. Have you ever for any reason been suspended, dismissed or asked to resign an educational position? Yes No
3. Have you ever had a teaching certificate denied, suspended or revoked? Yes No
4. Have you ever failed or refused to fulfill an employment contract with any school? Yes No
5. Have you ever been dismissed from any teaching position for unprofessional conduct or unfitness for service? Yes No
6. Have you ever been discharged other than honorably from military service? Yes No

Explain any "yes" answers on an attached statement.

Part II

*Please answer the following questions in your own handwriting, Your application cannot be processed without this information.*

1. Why do you want to teach in a CATHOLIC school?

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2. What do you consider the mission of a Catholic school?

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3. What strengths could you contribute to fulfill the mission of a Catholic School?

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4. In the educational process, as you understand it, what things are important to you?

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5. Please describe any aspect of your training or experience that would be an asset in the position of which you are applying.

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6. Please attach a separate sheet for your philosophy of education.

*Documents submitted with this application become the property of the Office of Catholic Schools and will not be returned.*

STATEMENT: Mount Carmel Academy is an Equal Opportunity Employer and 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, promoting, salaries, transfers, and working conditions.

STATEMENT: I understand that any omission or misrepresentation on this application may result in the refusal of any employer to hire me or in the termination of such employment if hired.

\_\_\_\_\_  
Signature of Applicant

All four items are required to activate your file:

1. Application
2. Small size photograph
3. Official transcript(s) of all college credits
4. Three letters of recommendation

Forward to:  
Department of Personnel  
Mount Carmel Academy  
7027 Milne Boulevard  
New Orleans, LA 70124

NAME: \_\_\_\_\_