



## Job Application

Applicants are considered for all positions without regard to race, color, sex, national origin, age, marital or veteran status, or the presence of non-job related medical conditions or handicap.

Please print or type:

### Applicant Information

Name \_\_\_\_\_  
*Last First Middle Initial*

Address \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State Zip Code*

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you filed an application for Loretto Academy before?  yes  no

If yes, please provide date: \_\_\_\_\_

Have you ever been employed at Loretto Academy before?  yes  no

If yes, please provide date: \_\_\_\_\_

Do any of your friends or relatives work at Loretto Academy?  yes  no

Please list their names: \_\_\_\_\_

Are you employed now?  yes  no

May we contact your present employer?  yes  no

On what date are you available to start work? \_\_\_\_\_

Expected Salary – Range: \_\_\_\_\_

Are you bilingual?  yes  no

If yes, what languages? \_\_\_\_\_

**Professional Information**

Educational and Professional Training

Name of schools attended (College or University)	Dates Attended From: To:	Degree Conferred or Number of Hours	Date of Graduation

Teaching and Administrative Certificates or licenses issued to you:

Title of Certificate or License	Issuing State or City	Effective Date	Valid for what Subject Areas

If you received alternative certification, through whom did you receive it?  
 College/University:\_\_\_\_\_ Regional Service Center:\_\_\_\_\_ Other:\_\_\_\_\_

If you do not have a teaching certificate, when do you expect to receive it? : \_\_\_\_\_

Teaching and Administrative Experience

Name and School District	Grade or Subjects Taught	Dates From: To:	Number of years	Reason for leaving

Total Number of Years Teaching Full Time: \_\_\_\_\_  
 Total Number of Administrative years: \_\_\_\_\_

Employment Other than Teaching

Please list below all non-teaching positions held in the past ten (10) years. Attach an addendum or resume if work history is extensive

Position	Type of Work	Dates		Salary	Name and Address of Employer
		From:	To:		

Educational Background

Estimate the number of credit hours earned in the following areas:

Education \_\_\_\_\_ English \_\_\_\_\_ Fine Arts \_\_\_\_\_ Foreign Languages \_\_\_\_\_ Science \_\_\_\_\_  
 Social Studies \_\_\_\_\_ Mathematics \_\_\_\_\_ Education \_\_\_\_\_ Technology \_\_\_\_\_

Bachelor's Degree: \_\_\_\_\_  
*Major Minor Date University*

Master's Degree: \_\_\_\_\_  
*Major Minor Date University*

PhD: \_\_\_\_\_  
*Major Minor Date University*

References

List names of professional references (Superintendent, Principal, Supervisor, or College Professor) that are knowledgeable of your ability to accept this role.

Professional References

Full Name	Title	Address	Phone

Character References

Full Name	Title	Address	Phone

**Additional Information**

Is there anything that would prevent you from accepting or performing this job?  yes  no  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been asked to resign or have you ever been discharged for any cause from a position, teaching or otherwise?  yes  no  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony or any offense against the Law and have received probation, deferred judgment, pleaded no contest, or served time in prison?  yes  no  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

I certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that falsification of fact in this application will be considered sufficient cause for disqualification, or if I am employed, will constitute grounds for immediate discharge.  
Here: \_\_\_\_\_

I understand that the Loretto Academy Application Process is to ensure that I meet the criteria for accreditation by the Texas Catholic Conference Education Department and to conduct a criminal background check. I hereby authorize Loretto Academy to conduct a criminal background check. Initial Here: \_\_\_\_\_

Further, I understand any employment is contingent on completing the Virtus Training.

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

\_\_\_\_\_  
*Date*