

Loyola Academy

Teacher Application

February 2006
version 1.2



Instructions:

This application is an electronic document, also known as a PDF file. Using the free Adobe *Acrobat Reader* software plug-in for your browser, you will be able to view and print this document as well as use the imbedded hyperlink functions. **Note that version 1.2 of this document cannot be completed online.**

Please follow these steps in completing the application process:

1. Print all seven (7) pages of this document by choosing **Print** from the **File** menu or by clicking [here](#).
2. Fill in all information as directed in each of the six (6) sections. You may include additional pages if needed for certain responses.
3. Send this application to:
[Mary Kearney, Ph.D.](#)
Associate Principal for Faculty and Curriculum Development
Loyola Academy
1100 Laramie
Wilmette, Illinois 60091

Loyola Academy

Teacher Application

Section 1: Personal Data

Name: _____ U.S. Citizen? Yes No

Address: _____

City: _____ State: _____ Zip: _____

Religious Affiliation: _____

Social Security # _____

Marital Status (Optional):
 Single Married (Name of Spouse) _____ Widowed Separated Divorced

Section 2: Educational Background

Type of School	Name of School	City & State	Dates	Degree Earned	Major Field
<i>High School</i>					
<i>College or University</i>					

Subject areas in which 24 or more semester hours have been earned	Subject areas in which 15 to 23 semester hours have been earned
	() hrs
	() hrs
	() hrs

Semester hours in Education: _____	Institutions

Practice Teaching
School: _____
City & State: _____
Grade: _____
Dates: _____

If you do not have a Master's Degree, are you working toward it? Yes No

Certification					
	State	Type	Certificate #	Date of Issue	Date of Expiration
State Certification					
Other Certification					

Professional Enrichment				
List major workshops, seminars, internships, grants, and summer programs in which you have participated in the last five years which are not normally part of a degree program. Do not include conventions, single meetings, etc.				
Program - Place	Sponsor	Date	Field	

Professional Associations
Please list all of your professional associations and memberships.

Section 3: Present Educational Involvement

School: _____ Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Subjects taught: _____

Total # of students taught: _____ Hours teaching per week: _____

Hours spent in other school-related tasks (not preparation) *Please specify:*

Please check any of the cocurricular activities shown below in which you are engaged as a part of your present assignment or as an extension of it.

- | | | | |
|-----------|-----------|-------------------|-------|
| Athletics | Forensics | Community Service | Drama |
| Music | Newspaper | Yearbook | |

Please give details of your participation: _____

List any CCD or other formally organized out-of-school religious education programs, for either children or adults, in which you assist.

Name and address of parish or school: _____

Grade Level: _____ Hours per week: _____ Number of students: _____

Comments: _____

Section 4: Previous Experience

Educational Experience: List all prior educational employment below, starting with the most recent.

School	City & State	Subject & Grade	From	To

Other Experience: Include on full-time, non-educational employment during the past five years, starting with the most recent.

Employer & Address	Type of employment	From	To

Check any of the following in which you have experience.

- VISTA Teacher Corps Dependent Schools Community Youth Program Admin. - Military
- Peace Corps Teaching Migrants Other Foreign Admin - Other

Section 5: Professional Aspirations

Is there a particular grade, subject, specialized assignment or administrative position that you feel qualified to teach or perform? Yes No

Please explain your reasons and qualifications.

Is there a position you will soon be qualified to fill and would be interested in filling in the future?
 Yes No

If yes, explain your reasons and qualifications.

If you would like to work in a program that can be described by any of the descriptors below, check each descriptor.

Differentiated staff
 Auxiliary personnel
 Ungraded and team teaching
 Experimental

Ungraded & new curricula
 Team teaching & new curricula
 Interdisciplinary program
 Other _____

Community relations
 Work-study program
 New curricula

Please explain your reasons and qualifications.

Do you have any special interests, talents, hobbies that might influence the type of assignment you could hold?

Have you published in book form or in a professional journal in the last five years in either your present field or one to which you aspire? Yes No

Specify: _____

Section 6: Special Applicant Information

I am applying for the following

Grade Level	Subject or Specialty	Full-time Part Time Substitute
1.		
2.		
3.		
4.		

Please indicate, in order of preference, any cocurricular activities in which you would like to become involved.

Athletic	Non-athletic	Religious
1.		
2.		
3.		
4.		

In the space provided below, please comment on the reasons you wish to teach at Loyola Academy. How do you see yourself teaching in a school which is professedly Christian, Catholic, Jesuit, and college preparatory? Please give concrete examples of how you can guide our students, both in and out of the classroom, in their moral, spiritual and intellectual development. If more space is needed, please use the reverse side.

References: List three persons able to give information about your qualifications for the position for which you are applying,

Name	Official Position	Phone	Address

How soon will you be available? _____ How long will you be available? _____

If under contract, when are you required to sign next year's contract? _____

Reasons for leaving your present (or most recent) employment: _____

If you have placement papers on file with a placement bureau of college placement office, include the name and address here:

Do you have a criminal record? Yes No

Date: _____ Signature: _____