

**Application for Faculty Position**



**Loyola High School of Los Angeles**

Mail to:  
Loyola High School  
1901 Venice Boulevard  
Los Angeles, CA 90006-4496  
Attn: AP for Supervision & Technology

Date: \_\_\_\_\_

Please check either or both:  
\_\_\_\_\_ Full-time position  
\_\_\_\_\_ Part-time position

**PERSONAL INFORMATION** (Type or print)

Name \_\_\_\_\_  
(Last) (First) (Middle)

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

Telephone *Daytime* \_\_\_\_\_ *Evening* \_\_\_\_\_

E-mail address \_\_\_\_\_ Religion (optional): \_\_\_\_\_

Can you, if employed, submit verification of your legal right to work in the USA? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any physical condition or handicap that may limit your ability to perform the job applied for? (If "yes," please explain in an attached statement.) Yes \_\_\_\_\_ No \_\_\_\_\_

**POSITION DESIRED**

What type of position are you applying for? (Teaching, counseling, administration, campus ministry, coaching, etc.)

\_\_\_\_\_ Department \_\_\_\_\_

When are you available to interview? \_\_\_\_\_

When could you begin working at Loyola? \_\_\_\_\_

If hired and conditions prove satisfactory, would you teach at Loyola for at least two years? \_\_\_\_\_

**EMPLOYMENT PREFERENCES**

**Teaching preferences:** Indicate the subject areas you are qualified to teach. You may choose from the following list or select your own: acting, algebra, anatomy/physiology, biology, calculus, ceramics, chemistry, computer programming, computer science, design, drama, drawing, earth science, economics, English, environmental science, French, geology, geometry, German, health, history, journalism, Latin, literature, moral theology, music, oceanography, painting, performing arts, photography, physical education, physics, psychology, scripture, social justice, Spanish, statistics, theology, trigonometry, word processing.

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**Co-curricular preferences:** Check each of the following activities you desire to coach, moderate, or assist with:

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Amnesty International     | <input type="checkbox"/> CSF          | <input type="checkbox"/> Science clubs   |
| <input type="checkbox"/> Band / orchestra / chorus | <input type="checkbox"/> Drama        | <input type="checkbox"/> Soccer          |
| <input type="checkbox"/> Baseball                  | <input type="checkbox"/> Football     | <input type="checkbox"/> Swimming        |
| <input type="checkbox"/> Basketball                | <input type="checkbox"/> Forensics    | <input type="checkbox"/> Tennis          |
| <input type="checkbox"/> Campus ministry           | <input type="checkbox"/> Golf         | <input type="checkbox"/> Track and field |
| <input type="checkbox"/> CLC                       | <input type="checkbox"/> Hockey       | <input type="checkbox"/> Volleyball      |
| <input type="checkbox"/> Community service         | <input type="checkbox"/> Martial arts | <input type="checkbox"/> Water polo      |
| <input type="checkbox"/> Computers                 | <input type="checkbox"/> Newspaper    | <input type="checkbox"/> Yearbook        |
| <input type="checkbox"/> Cross country             | <input type="checkbox"/> Retreats     |  |

**EDUCATION**

<b>NAME OF SCHOOL &amp; LOCATION</b> (Include high school, college, graduate school in order attended.)	<b>DATES</b>	<b>DEGREE / SUBJECT/ CREDITS EARNED</b>
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**Credential(s) held:** (Title and state of issuance) \_\_\_\_\_

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**TEACHING EXPERIENCE**

NAME OF SCHOOL & LOCATION

DATES

NATURE OF WORK

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**OTHER WORK EXPERIENCE**

NAME OF EMPLOYER & LOCATION

DATES

NATURE OF WORK

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Have you ever had a credential or work license denied, suspended, or revoked?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been suspended, dismissed, or asked to resign from any job?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony?

Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES**

List persons qualified to give information concerning your fitness for the position that you are seeking. Include principals and supervisors under whom you have taught.

1. \_\_\_\_\_  
(Name) (Phone)  
\_\_\_\_\_  
(Firm) (Position)

2. \_\_\_\_\_  
(Name) (Phone)  
\_\_\_\_\_  
(Firm) (Position)

3. \_\_\_\_\_  
(Name) (Phone)  
\_\_\_\_\_  
(Firm) (Position)

**ESSAY:**

On a separate page please write an essay stating why you have chosen a profession in education and why you would like to work at Loyola High School of Los Angeles. Include any information that you believe would assist Loyola in arriving at a true understanding of your qualifications.

**ADDITIONAL INSTRUCTIONS:**

With this application and essay, include your resume or curriculum vitae if you have not already done so. Also include copies of all of your university and college transcripts. Unofficial transcripts are acceptable to send with this application; however, candidates who are asked to interview must provide official transcripts at the time of the interview.

If an opening in your field of expertise should occur, Loyola will contact you for an appointment for an interview.

**CERTIFICATION:**

I hereby certify that the information present in this application form is true and complete. I understand that any false statements shall be sufficient cause for disqualification or dismissal, if hired. I authorize investigation of all statements contained in this application. My permission is hereby given to contact any persons listed as a reference or listed as an employer.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature

**RELEASE OF APPLICATION:**

Loyola occasionally receives requests from other secondary schools about possible candidates. If you would object to your name or a copy of this application being shared with another school, please indicate that below.

\_\_\_\_\_ Check here if you do not wish this information shared outside of Loyola.