



**Diocese of Alexandria
Catholic Schools Office**

4400 Coliseum Blvd.

Alexandria, Louisiana 71303

Phone: (318) 445-6424 • Fax: (318) 448-6121

Application for: Principal/Vice Principal/Assistant Principal

Name _____
(First) (Middle Initial) (Last)

Other name under which employment/academic records may be listed _____

Address _____
(Number and Street) (City/State) (Zip)

Telephone: (Home) _____ (Cell) _____ (Work) _____

Email _____

Eligible to work in the U.S. _____

Position Desired: Principal _____ Vice Principal _____ Assistant Principal _____

Please indicate the level(s) of the position for which you are applying: Elementary (PreK-8) _____ Secondary(9-12) _____

When will you be available to accept a position? _____ Minimum Salary Expectation _____

Colleges and Universities Attended:

| Name of School/Location | Dates Attended | Year of Graduation | Degree | Major | Minor |
|-------------------------|----------------|--------------------|--------|-------|-------|
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How many graduate semester hours have you earned in educational administration? _____

Have you served an administrative internship? _____ If so, where and in what capacity? _____

List the name, address and phone number of your supervisor _____

Have you successfully completed a Catholic School Principal Leadership Program? _____

If so, when and where? _____

List the name, address and phone number of the person in charge of the program _____

Are you certified as a teacher? _____ State _____ Type of Certificate _____ Number _____ Exp. Date _____

Are you certified as a principal? _____ State _____ Type of Certificate _____ Number _____ Exp. Date _____

Please list any other certifications you hold:

State _____ Type of Certificate _____ Number _____ Exp. Date _____

State _____ Type of Certificate _____ Number _____ Exp. Date _____

EDUCATIONAL WORK EXPERIENCE: (Please list the most recent first.)

| School | City/State | Position Grade/Subject Taught | Dates From/To | Salary | Principal's Name/Phone |
|--------|------------|----------------------------------|------------------|--------|------------------------|
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*If you were the principal of a school, list the name of the person to whom you were directly responsible.

WORK EXPERIENCE OUTSIDE OF EDUCATION: (Please list the most recent first.)

| Name of Institution | Position | Dates | Salary | Supervisor's Name/Phone |
|---------------------|----------|-------|--------|-------------------------|
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REFERENCES:

List the individuals whom you will ask to submit recommendations: References should have specific knowledge of your professional preparation and experience. In addition, religious candidates must present a letter of concurrence from their superiors, and lay Roman Catholic candidates must present a Certificate of Parish Registration from their pastors.

| Name | Position | Address | Phone |
|------|----------|---------|-------|
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STATEMENT OF PHILOSOPHY OF EDUCATION:

On an additional page, please provide a statement of your personal philosophy of education.

STATEMENT OF INTEREST IN EMPLOYMENT IN A CATHOLIC SCHOOL:

On an additional page, please provide your statement of interest in working in a Catholic school in the Diocese of Alexandria.

STATEMENT OF RENEWING OUR COMMITMENT TO CATHOLIC ELEMENTARY & SECONDARY SCHOOLS IN THE THIRD MILLENNIUM:

Please read the Bishops statement, [Renewing Our Commitment to Catholic Elementary & Secondary Schools in the Third Millennium](http://www.usccb.org/beliefs-and-teachings/how-we-teach/catholic-education/upload/renewing-our-commitment-2005.pdf), available online at <http://www.usccb.org/beliefs-and-teachings/how-we-teach/catholic-education/upload/renewing-our-commitment-2005.pdf>

On an additional page, please provide a paragraph stating your understanding of, and how you agree with the statement.

NOTICE

In employment practices, Catholic schools within the Diocese of Alexandria do not discriminate on the basis of race, color, sex, national origin, mental or physical disability or veteran status. The school and/or parish employer will make a reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship will result.

In compliance with State of Louisiana General laws, as well as the policy of the Diocese of Alexandria, all individuals offered employment in a Catholic School in the Diocese of Alexandria will be required to successfully complete a background check. The background check must be initiated within one week of receiving a conditional offer of employment. If the criminal background check identifies the existence of any disqualifying information as defined by statute, the offer will be rendered null and void.

Application documents are gathered for the exclusive use of the Catholic Schools Office of the Diocese of Alexandria and schools in the Diocese. Copies of this application and its supporting documents (transcripts and letters of recommendations) will be sent to any school in the Diocese that requests them for the purpose of considering the application for a position. Neither the application nor the supporting documents will be sent to anyone else, even at the applicant's request.

AUTHORIZATION AND CERTIFICATION

I authorize any school considering me for employment to investigate all statements contained in this application, to contact the references and employers listed, except where specifically indicated to the contrary, and I release all employers, schools and other references listed on this application from any liability involved in providing this information.

I certify that I have personally completed this application. I certify that all information furnished on this application is true, accurate and complete to the best of my knowledge and that any falsification, omission, or misrepresentation of information by me will be sufficient cause for rejection of my application and/or termination of my employment.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract between the School and me.

Please sign and date this application form only after reviewing each section to ensure that all information and answers to questions are correct and complete.

Signature _____ Date _____