



**CATHOLIC SCHOOLS OFFICE
DIOCESE OF TYLER
1015 ESE Loop 323
TYLER, TEXAS 75701-9663**

PRINCIPAL APPLICATION

This application must be filled in completely and accurately. Please submit Official Transcripts (showing grades) from all institutions of higher learning attended and a Résumé.

DATE OF APPLICATION: _____

PERSONAL INFORMATION:

Name: _____
 Last **First** **Former/Middle** **Title**

Address: _____
 Street **City** **State** **Zip**

Telephone: (Home) _____ **(Work)** _____

Social Security Number: _____ - _____ - _____ **E-Mail:** _____

Are you a citizen of the United States? **Yes** **No**

If not, are you legally eligible for employment in the United States? **Yes** **No**
 (You must prove employability as a U. S. Citizen or as an alien with proper papers if and when you are hired. *The Immigration Reform and Control Act of 1986*)

Religion: _____ **Parish/Church:** _____

Address: _____ **City/State/Zip:** _____

Name of Pastor/Minister: _____ **Telephone:** _____

Have you ever been employed by a Diocese of Tyler Catholic school? **Yes** **No**

Under what name? _____

Name of school(s):

School: _____ **From** _____ **to** _____

School: _____ **From** _____ **to** _____

Have you ever been employed by a Catholic school in another diocese? **Yes** **No**

If yes, please list the number of years employed: _____ **(Arch) Diocese:** _____

QUALIFICATIONS: **Degree:** **MA** **Ed.S.** **Ed.D.** **Ph.D.**

Major: _____ **Minor:** _____

CERTIFICATION:

Do you hold a valid Texas Administrator Certificate? Yes _____ No _____

If you circled yes, please complete: Number _____ Expiration Date: _____

If you circled no, can you qualify? Yes _____ No _____

If no, please explain: _____

Teaching Certificate (Date of certification and the State of issue) _____

Do you have Diocesan Religious Education Certification? Yes _____ No _____

(Arch)Diocese _____ Type _____

ADMINISTRATIVE AND TEACHING EXPERIENCES:

List all current and previous positions in chronological order starting with the most recent. Please complete this section and attach additional sheets as needed.

Employed from (Mo./Yr.) _____ To _____

Name of School _____

Address _____ City/State _____

Name of Principal/Supervisor _____ Phone Number _____

Job Title _____ Department _____

Grade/Subject(s) Taught _____

Work Performed _____

Reason for leaving _____

Employed from (Mo./Yr.) _____ To _____

Name of School _____

Address _____ City/State _____

Name of Principal/Supervisor _____ Phone Number _____

Job Title _____ Department _____

Grade/Subject(s) Taught _____

Work Performed _____

Reason for leaving _____

ADMINISTRATIVE AND TEACHING EXPERIENCES CONTINUED: (Please attach another sheet if necessary.)

Employed from (Mo./Yr.) _____ To _____

Name of School _____

Address _____ City/State _____

Name of Principal/Supervisor _____ Phone Number _____

Job Title _____ Department _____

Grade/Subject(s) Taught _____

Work Performed _____

Reason for leaving _____

Employed from (Mo./Yr.) _____ To _____

Name of School _____

Address _____ City/State _____

Name of Principal/Supervisor _____ Phone Number _____

Job Title _____ Department _____

Grade/Subject(s) Taught _____

Work Performed _____

Reason for leaving _____

May we contact your present employer to check your work record? Yes No

Is your employer aware of your application? Yes No

EDUCATION BACKGROUND: Please complete this section and attach additional sheets as needed.

How many years did you attend a Catholic school?

Elementary _____ Secondary _____ College _____

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

Have you received any medical treatment, physical or psychological, for reason involving your physical or sexual abuse of others? Yes No

Have you ever been treated for drug, alcohol, or any other substance abuse? Yes No

Have you ever pleaded guilty or *nolo contendere* (no contest) to or been convicted of a felony or misdemeanor involving moral turpitude, regardless of disposition? (A crime of moral turpitude is one involving dishonesty, misrepresentation, deliberate violence, or contrary to good morals. Conviction is the adjudication of guilt or the assessment of probation or community service for violation of the Penal Code. Deferred Adjudication is deferred of further proceedings and adjudication of guilt by the Court after receiving a plea of guilty or *nolo contendere* by the Defendant.) Yes
No

Have you ever been dismissed from any position because of immoral conduct, unprofessional conduct, unfitness for service, or unsatisfactory service? Yes No

Has your teaching/ administrative contract ever failed to be re-offered? Yes No

Have you ever been compelled to resign from a teaching/ administrative position? Yes No

Do you have any known limitation – mental, physical or sensory – which could affect your performance on the job for which you are applying? Yes No

If yes, explain and indicate any accommodation required: _____

If you answered “yes” to any of the preceding questions, a full explanation must be given and attached to this application.

PLEASE RESPOND TO THESE QUESTIONS ON ANOTHER SHEET.

1. **Successful organizations operate with a vision. Describe your vision of Catholic education. How would you set the foundation of your vision with the school pastor, the staff and the parents/guardians within the community?**
2. **How would you assure the Catholic identity of your school and of the programs and activities within your school?**
3. **Provide specific examples of how you would develop a “team” within the school, the parish, and the community.**
4. **During your first year as principal, how would you go about determining the strengths and weaknesses of the school?**
5. **How would you provide for the professional growth of staff members?**
6. **What characteristics do you believe makes an outstanding teacher? How do you identify those characteristics?**

REFERENCES: Please request a letter of recommendation from your three (3) most recent principals or supervisors to be sent directly to the Catholic Schools Office. Also include one (1) religious and one (1) personal reference.

NAME: _____

ADDRESS: _____ **CITY/STATE/ZIP:** _____

PHONE NUMBER: _____ **RELATIONSHIP:** _____

NAME: _____

ADDRESS: _____ **CITY/STATE/ZIP:** _____

PHONE NUMBER: _____ **RELATIONSHIP:** _____

NAME: _____

ADDRESS: _____ **CITY/STATE/ZIP:** _____

PHONE NUMBER: _____ **RELATIONSHIP:** _____

COLLEGE TRANSCRIPTS: Name(s) of College/University from which you have requested your confidential papers be sent to the Catholic Schools Office.

Approximate salary desired _____

PLEASE INITIAL EACH OF THE STATEMENTS BELOW:

_____ **I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.**

_____ **I hereby authorize the Diocese of Tyler to conduct a personal and professional background check for the purpose of this application. The Diocese of Tyler may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Diocese of Tyler's contact with the individuals for purpose of employment or volunteer services.**

_____ **I also hereby give complete permission for the Diocese of Tyler to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.**

_____ I understand that investigative background inquiries may be made on me including consumer credit, criminal convictions, motor vehicle or other reports. These reports will include information as to my character, work habits, work performance, education, worker's compensation claims and experience along with reasons for termination of employment from previous employers. I understand this information will be requested from various Federal, State, and other agencies.

_____ I waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understand the above stated information within this release and am signing of my own free will.

_____ I understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

_____ I agree to observe all of the Diocese of Tyler guidelines and policies for the program in which I am applying.

_____ I understand the Diocese of Tyler has a **ZERO TOLERANCE FOR ABUSE** and takes all allegations of abuse seriously. I further understand that the Diocese of Tyler cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and/or volunteer services and that refusal to inform the Diocese of Tyler of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ I will notify my parish, school, or agency and the Business Office of the Diocese of Tyler if arrested or charged as well as if convicted.

_____ **My signature indicates that I have read and understand the above. Do not sign until you have read and initialed the above statements.**

I UNDERSTAND THAT I MUST ATTEND THE DIOCESE OF TYLER ETHICS AND INTEGRITY FOR CHURCH PERSONNEL AWARENESS TRAINING AND THEN, WITHIN SIX (6) MONTHS OF THE HIRED DATE, COMPLETE THE DIOCESE OF TYLER ETHICS AND INTEGRITY FOR CHURCH PERSONNEL BASIC TRAINING. ATTENDANCE AND A CRIMINAL BACKGROUND CLEARANCE WILL BE REQUIRED FOR THE VALIDATION OF A CONTRACT WITH A DIOCESE OF TYLER CATHOLIC SCHOOL. THE COST OF CONDUCTING A CRIMINAL BACKGROUND CHECK WILL BE PAID BY THE APPLICANT.

I HEREBY CERTIFY THAT ALL INFORMATION GIVEN ON THIS APPLICATION IS TRUE, COMPLETE AND CORRECT, AND I HEREBY GIVE PERMISSION TO THE CATHOLIC SCHOOLS OFFICE TO FORWARD THIS APPLICATION, AS WELL AS OTHER CREDENTIALS, TO PROSPECTIVE EMPLOYERS WITHIN THE DIOCESE OF TYLER.

Applicant is responsible for notifying the Catholic Schools Office when they take another position or when, for some reason, they wish their application withdrawn from the active file.

This application, if properly completed, will be kept for two (2) school years. If, for any reason, the applicant is not appointed by that date and he/she still wishes to be considered for an appointment, a request must be made to keep the application on file. When the applicant signs a contract, the completed file becomes the property of the Catholic Schools Office.

The Catholic Schools of the Diocese of Tyler shall comply with appropriate federal and state laws and regulations prohibiting discrimination, to the end that no persons shall on grounds of race, color, national or ethnic origin be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination in employment recruitment or selection, whether part-time or full-time or in any educational program, employment, or activity operated by the school.

Signature: _____

Date: _____

Driver's License Number: _____

State: _____

**Send all application materials to: Superintendent of Catholic Schools
Diocese of Tyler
1015 ESE Loop 323
Tyler, Texas 75701**

June 2005