



Archdiocese Of Los Angeles

DEPARTMENT OF CATHOLIC SCHOOLS

3424 Wilshire Boulevard, Los Angeles CA 91011
(213) 637-7436 FAX (213) 637-6140

ELEMENTARY PRINCIPAL APPLICATION FORM

PERSONAL INFORMATION

Last Name	First Name	Middle Name	Other Name(s) Needed to Identify Records
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Street Address	City	Zip
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Day Phone	Evening Phone	Email Address
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Social Security Number	Religion	Parish	Pastor
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Are you a member of a Religious Order? _____ If yes, please specify: _____

EDUCATION

College Education:

Institution	Location	Major/Subject	Degree
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Graduate Education:

Institution	Location	Major/Subject	Degree/Credential
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Graduate Units beyond BA or BS Degree: _____

Credential:

Type	Issuing State	Expiration Date
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REFERENCES: Professional

Name	Position	Address	Phone
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Name	Position	Address	Phone
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REFERENCES: Character

Name	Position	Address	Phone
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EMPLOYMENT HISTORY

(Include all employment by the Archdiocese of Los Angeles, its schools, parishes or other entities. Add an attachment, if necessary.)

Present Employment

School/Institution	City, State, Zip	Position/Grade
Dates of Employment	Principal Name	Telephone Number
Parish	Pastor Name	Telephone Number

Past Educational Employment (list experience chronologically, most recent first)

School	City, State, Zip	Position/Grade
Dates of Employment	School Administrator	Telephone Number
School	City, State, Zip	Position/Grade
Dates of Employment	School Administrator	Telephone Number

Past Employment other than Educational (list experience chronologically, most recent first)

Institution	City, State, Zip	Position
Dates of Employment	Supervisor	Telephone Number
Institution	City, State, Zip	Position
Dates of Employment	Supervisor	Telephone Number

LANGUAGE SKILLS

Do you speak any languages other than English? No Yes If yes, identify language and skill level (read and/or write)
 Language: _____ Skill Level: Basic Intermediate Advanced

CHARACTER QUALIFICATIONS

The primary mission of the Catholic school is to develop and promote a Catholic elementary school faith community based on the documents, *To Teach As Jesus Did* and *The Catholic School*, and that all duties and responsibilities of the principal shall be performed with this primary purpose in mind. The principal, in recognition of his/her unique commission, shall exhibit professional standards of ethical behavior in attendance, punctuality, grooming, language, academic preparation, and in his/her relationship to students, parents, faculty, and staff, as both an adult example and member of a Faith community. The principal's record is expected to be free from acts or incidents that might either disqualify him/her from the role of principal, or prejudice or otherwise impair his/her effectiveness as a principal.

The principal is called to be a role model and a witness to the Gospel of Christ and, therefore, shall adhere to proper conventions and Christian morals. The principal shall maintain by words and actions a position that is in conformity with the teaching, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archdiocese of Los Angeles. Roman Catholic administrators must be in good standing with the Church and are expected to live a lifestyle consistent with the teachings of the Roman Catholic Church.

I understand, accept and, if hired, will abide by the expectations described above for the Catholic School principal: **Yes** **No**

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| 1. Are you a Roman Catholic, active in the sacramental life of the church? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you willing to maintain, by word and actions, a position of role model and witness to the Gospel of Christ that is in conformity with the teachings, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archdiocese of Los Angeles? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Can you supply official transcripts and/or certificates verifying all degrees and/or credentials claimed on this application? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Are you able to perform the essential functions of a principal's job with or without reasonable accommodations? If your answer is no, describe on an attachment the functions you cannot perform without reasonable accommodation. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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- | | Yes | No |
|--|-------------------------------------|--------------------------|
| 1. Are you currently under contract at another school for the next school year? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever had a teaching credential denied, suspended, or revoked? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever failed or refused to fulfill an employment contract with a school? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever, for any reason been suspended, dismissed, or asked to resign from a teaching/administration position? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been convicted of a violation of law other than a minor traffic violation? If yes, identify the nature of the crime, when and where you were convicted, the case number and disposition of the case on an attachment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you currently out on bail? If yes, identify on an attachment the nature of the charge, when and where you were charged, and the case number. (Conviction is not automatically a bar to employment; each case is considered on its own merits). If you wish, explain any "Yes" answers on an attached statement. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
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ARCHDIOCESAN STATEMENT OF NON-DISCRIMINATION

Employment decisions in the Archdiocese of Los Angeles will not be made on the basis of sex, age, disability, marital status, veteran status, race, color, or national and/or ethnic origin. The school may make employment decisions based on religious preferences and other religious needs in accordance with applicable law.

OTHER EMPLOYMENT REQUIREMENTS AND INFORMATION

- The Archdiocese is exempt from the State Unemployment and State Disability programs.
 - I must, as a condition of employment, submit proof of my legal right to live and work in the United States in accordance with the Immigration Act of 1986.
 - I cannot be hired until the school receives a CRIMINAL RECORD SUMMARY from the California Department of Justice and the Federal Bureau of Investigation
 - Prior to employment, I must present a certificate showing that I have been examined (Mantoux skin test) within the last sixty (60) days and found to be free of communicable tuberculosis.
 - I understand that I may be required to pass a physical examination.
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Note:

- Applications are gathered for the exclusive use of the Department of Catholic Schools and the elementary schools of the Archdiocese of Los Angeles. Copies of this application and letters of recommendations will be sent to any pastor in the Archdiocese who requests them for the purpose of considering the applicant for a position.
 - No application will be considered active unless it is complete and all required documentation has been received.
 - Neither completion of the application process nor consideration for a position by any school is a guarantee of or a commitment to employment.
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CERTIFICATION

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 authorize the Department of Catholic Schools and 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 further agree that the information will not be disclosed to me, but will be treated as confidential, and I waive my right to see this information.

Signature

Date



Archdiocese Of Los Angeles

GUIDELINES FOR LETTERS OF RECOMMENDATION FOR PRINCIPAL APPLICANTS

To the Applicant: Complete this form and give it to each person from whom you have requested a letter of recommendation. Inform the person providing the reference to send the letter of recommendation to the address on the bottom of the form. **No recommendation will be accepted unless this form appropriately signed is attached. Check [✓] the appropriate space, sign and date the form before giving it to each of your references to attach to their recommendation letters.**

Letters of recommendation are NOT CONSIDERED confidential by this office unless you waive your right of access to them. Those writing letters of reference for you need to be aware of this fact. Many applicants feel that the recommendations may be enhanced by having it made clear that the applicant has waived his or her rights to access and thus that such letters are then considered confidential.

I waive my right of access to this recommendation:

I DO NOT waive my right of access to this recommendation:

Signature of Applicant

Date

To the Recommender: Be aware that the letter of recommendation that you write for the applicant will be made available to the Department of Catholic Schools staff and all search committees for Catholic schools in the Archdiocese of Los Angeles who are interested in considering the applicant for a principal's position in a Catholic school. It will not be made available to anyone else, even at the request of the applicant or the recommender. The applicant may also have access to your letter of recommendation if he or she has not waived right of access and indicated such above.

Signature of Recommender

Date

Please attach this form to the reference letter before mailing to: Dept. of Catholic Schools, Attn: Personnel, 3424 Wilshire Blvd, Los Angeles, CA 90001.