

Catholic Schools Office

Diocese of Erie

429 East Grandview Boulevard

P.O. Box 10397

Erie, Pennsylvania 16514-0397

Application for Position of Principal

I. PERSONAL DATA

Last Name First MI Social Security Number

Maiden Name U.S. Citizen (Yes/No)

Home Address City State Zip Home Phone

Work Address City State Zip Work Phone

Religion: Practicing Roman Catholic Church _____

II. EDUCATIONAL BACKGROUND

Type	Name of School	City/State	Dates	Degree	Graduation
High School					
College/University					
Others					

Certification. (Must have Level II Certification to apply)

State/Agency Type Area Cert. # Date Issued Exp. Date

State/Agency Type Area Cert. # Date Issued Exp. Date

List major workshops, seminars, internships, grants, summer programs in which you have participated in the last five years and which are not normally part of a degree program. (Do not include conventions, single meetings, etc.)

Program/Place	Sponsor	Date	Field

List all teacher association and other professional association memberships: _____

III. PRESENT EDUCATIONAL ASSIGNMENT

Present Assignment _____ Position(s)Held _____
 School Address _____ City/State/Zip _____

If your present teaching / administration situation is unique (e.g. team teaching), please explain

IV. PREVIOUS EXPERIENCE IN EDUCATIONAL INSTITUTIONS

List all prior educational employment. List the most recent first.

School	City/State	Title	Grade/Subject	From Mo./Yr.	To Mo./Yr.

V. REFERENCES

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

Name	Address/Phone Number	Official Position

VI. QUESTIONS/ANSWERS

1. In your opinion, what are the essential duties and responsibilities of an elementary school principal?
2. What particular talents or skills will you bring to this position?
3. Why would you choose to serve in _____ School?

I certify that I am a citizen of the United States; that I am not in the habit of using narcotic drugs in any form or excessive amounts of intoxicating beverages (School Code 1209); and that the information on this application is correct.

I understand that any misrepresentation of facts in this application will be considered just cause for dismissal at the discretion of the employer.

I testify that I have never been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor. No formal or informal unresolved charge, claim or complaint has ever been made against me that would call into question the advisability of entrusting me with the supervision, guidance, and care of children and youth.

Date

Signature of Applicant

Mail application, resume, and official transcripts to: Ms. Patricia McLaughlin, Director of Catholic Schools and Principal Personnel, Catholic Schools Office, P.O. Box 10397, Erie, PA 16514-0397