

Catholic Schools Office
Diocese of Erie
P.O. Box 10397
Erie, PA 16514-0397
Phone: 814.824.1248

Dear Applicant,

We appreciate your interest in an administrative position in the Catholic Schools of the Diocese of Erie. To submit an application, the following documents must be mailed or hand delivered by the deadline to Patricia McLaughlin, Director of Catholic Schools 429 East Grandview Blvd. PO Box 10397 Erie PA 16514

1. Completed application form (see below)
2. Copy of resume
3. Copy of teaching certificate from the Pennsylvania Department of Education
4. Copy of Act 34, Employee Background Check
5. Copy of Pennsylvania Child Abuse History Clearance
6. FBI Criminal History Record, if fingerprinted prior to 12/2009, or Registrant ID Number
7. Official College Transcripts, mailed directly to our office from the college

If you have any question, please feel free to call this office.

Patricia McLaughlin
Director of Catholic Schools

pmclaughlin@eriercd.org / 814.824.1247

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
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Program/Place	Sponsor	Date	Field
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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.

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