

**Diocese of Ogdensburg  
Department of Education  
Catholic Schools  
Application for Catholic School Principal**

Date \_\_\_\_\_

**General Note to Applicants:**

The use of this application form by the Catholic School of the Diocese of Ogdensburg in no way indicates that employment is offered or necessarily will be offered. Eligible applicants may be offered employment by the local school entity, which is the employer of record.

**INSTRUCTIONS TO THE APPLICANT:**

1. Complete this application in your own handwriting or printing: **DO NOT TYPE**
2. To complete the application process: a letter of application, resume, letters of recommendation (see attached), a copy of your certification and transcripts are required
3. If possible, submit a Pastor's Approval Form (see attached).

**PLEASE PRINT:**

NAME \_\_\_\_\_  
Last First Maiden Name

ADDRESS \_\_\_\_\_  
Street and Number City State Zip

TELEPHONE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RELIGION \_\_\_\_\_ CHURCH OF ATTENDANCE \_\_\_\_\_

CITIZENSHIP: \_\_\_\_ CITIZEN \_\_\_\_ NON-CITIZEN

If non-citizen, are you legally eligible for employment in the USA? \_\_\_\_ Yes \_\_\_\_ No

## EDUCATIONAL BACKGROUND

Type of School	Name of School	City and State	Degree Earned	Dates Attended	Date Degree Granted
High School					
College					
Or					
University					
Other					

## CERTIFICATION

Please provide us with a **copy** of any certificate or license you have earned.

Subject /Certification Area and State of Origin	TYPE	EFFECTIVE DATE	EXPIRATION DATE
<input type="checkbox"/> NY <input type="checkbox"/> OTHER _____	<input type="checkbox"/> Perm <input type="checkbox"/> Prov <input type="checkbox"/> Init.		
<input type="checkbox"/> NY <input type="checkbox"/> OTHER _____	<input type="checkbox"/> Perm <input type="checkbox"/> Prov <input type="checkbox"/> Init.		
<input type="checkbox"/> NY <input type="checkbox"/> OTHER _____	<input type="checkbox"/> Perm <input type="checkbox"/> Prov <input type="checkbox"/> Init.		
<input type="checkbox"/> NY <input type="checkbox"/> OTHER _____	<input type="checkbox"/> Perm <input type="checkbox"/> Prov <input type="checkbox"/> Init.		

## GENERAL INFORMATION

1. Month, day, and year available for employment \_\_\_\_\_ Are you under contract? \_\_\_\_\_ No \_\_\_\_\_ Yes
2. If yes, where? \_\_\_\_\_
3. If presently employed, why do you wish to change? \_\_\_\_\_
4. If under contract, can you be released if you are offered another position? \_\_\_\_\_ No \_\_\_\_\_ Yes
5. If not under contract, have you ever held a continuing contract Catholic School of the Diocese? \_\_\_\_\_ No \_\_\_\_\_ Yes
6. If yes, give school and date(s) \_\_\_\_\_
7. Have you ever been refused tenure or a continuing contract? (If yes, explain below) \_\_\_\_\_ No \_\_\_\_\_ Yes
8. Have you ever had a certificate or license revoked or suspended? (If yes, explain below) \_\_\_\_\_ No \_\_\_\_\_ Yes
9. Have you ever been discharged or requested to resign a position? (If yes, explain below) \_\_\_\_\_ No \_\_\_\_\_ Yes
10. Have you ever been convicted of crime other than a minor traffic violation? \_\_\_\_\_ No \_\_\_\_\_ Yes  
(If yes, explain below)

## ADDITIONAL REMARKS AND/OR EXPLANATIONS FROM GENERAL INFORMATION

**EXPRESSION OF VALUES AND BELIEFS:** In the space below please describe your values and beliefs as related to your desire to serve as a principal in a Catholic school of the Diocese of Ogdensburg, indicating (1) why you wish to be a principal in a **Catholic** school, (2) what special skills and competencies you bring to a **Catholic** school, (3) how you view your own religious beliefs and values in relation to working in a **Catholic** school. (If you wish, you may write on a separate sheet and attach to application.)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is no handwriting or other markings on the paper.

It is the applicant's responsibility to provide the following information in order to be considered for employment.

- A. The names of at least three reference sources must be provided including current employer if employed, or last employer if not currently employed.
- B. Applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from the last contracted experience.
- C. May we contact your present employer?                      NO        YES



**Pastor's Reference Form  
For  
Principal Applicant**

**Name of Applicant** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**To Pastor/Clergy:**

The above named individual has applied for the position of principal at \_\_\_\_\_ (name of school). Your signature on this form indicated that this applicant is known to you and is an actively practicing member of the faith. Any comments you care to make will be appreciated and be kept confidential.

**Name of Church** \_\_\_\_\_ **Date** \_\_\_\_\_

**Pastor's Signature** \_\_\_\_\_

**Comments**

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## REFERENCE RESPONSE

Applicant's Name and Address:

Person Being Asked as Reference:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

State & Zip \_\_\_\_\_

The above applicant has applied for the position of principal at \_\_\_\_\_ (name of school), and has given your name as one acquainted with his/her experience and qualifications. Would you please use the back of this sheet to write a statement regarding this applicant's integrity, and administrative abilities, together with any other information that is relevant to an application for an administrative position?

PLEASE RATE THE APPLICANT BY PLACING A CHECK IN THE APPROPRIATE SPACE.

PROFESSIONAL QUALITIES	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Intellectual Ability					
General Knowledge					
Oral Expression					
Written Expression					
Knowledge of Technology					
Discipline					
Understanding of Children					
Interest in Professional Growth					
<b>PERSONAL QUALITIES</b>					
Character					
Perseverance					
Tact					
Health					
Emotional Maturity					
Working with Others					
Creativity					
Personal Appearance					

In what relationship have you known the applicant? \_\_\_\_\_

Would you re-employ (or employ) the applicant? \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Present Position: \_\_\_\_\_

## REFERENCE RESPONSE

Applicant's Name and Address:

Person Being Asked as Reference:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

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Present Position: \_\_\_\_\_

## REFERENCE RESPONSE

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Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

State & Zip \_\_\_\_\_

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Present Position: \_\_\_\_\_