

Catholic Education of North Georgia, Inc.
Office of Catholic Schools
2401 Lake Park Dr. SE
Smyrna, GA 30080

**SCHOOL PRINCIPAL
APPLICATION**

Date _____

Catholic Education of North Georgia, Inc. believes that you are entitled to equal employment opportunities based on your qualifications and without regard to race, color, sex, age, national origin or disability. It is also the policy of Catholic Education of North Georgia, Inc. that every employee has the right to work in an environment that is free from illegal harassment.

PERSONAL INFORMATION

Name _____

LAST

FIRST

MIDDLE

MAIDEN

Address _____

STREET

CITY

STATE

ZIP

Phone _____

DAY

EVENING

Social Security No. _____

Do you have the legal right to work and remain in the USA? Yes No

Have you ever been convicted of a crime other than a minor traffic violation? If so, explain fully the circumstances. (Such conviction may be relevant if job related but does not bar you from applying for employment.)

Are you a practicing Roman Catholic? Yes No

Parish name _____

Parish address _____

STREET

CITY

STATE

ZIP

Parish phone _____

Is there another Catholic Church other than your parish that we can contact for the purpose of reference?

Parish name _____

Parish address _____

STREET

CITY

STATE

ZIP

Parish phone _____

Contact person _____

EDUCATION AND PROFESSIONAL TRAINING

	Institution	Location CITY, STATE	Dates attended	Degree	GPA
High school					
Trade school					
College or university					
Graduate or extension study					

Certification

STATE	TYPE	CERT.#	DATE ISSUED	EXPIRATION DATE

TEACHING AND ADMINISTRATIVE EXPERIENCE

Institution	Location CITY, STATE	Position	Grades taught	From MONTH/YEAR	To MONTH/YEAR

Number of religion credits earned _____

Do you have any special experience, training or qualifications in Administration that should be considered?

Have you ever been suspended, dismissed or asked to resign a position in the past 10 years? Yes No

Are you presently employed? Yes No

If so, may we inquire of your present employer? Yes No

Have you ever applied within the Catholic Education of North Georgia? Yes No

Have you ever been employed by Catholic Education of North Georgia? Yes No

If yes, where?

Annual salary in most recent position

Salary desired

Date available for employment

Referred by AD, POSTING, PERSON

List memberships in professional organizations.

List any activities in which you assumed a leadership role.

PROFESSIONAL REFERENCES

To be contacted to provide information on your position as a teacher and/or administrator and who can attest to your professional competence and spiritual commitment. Pastor; Superintendent; Principal; former Pastor, former Principal; or other professional references.

Name	Title/Institution	Address	City, State, Zip	Phone

MILITARY SERVICE

Service branch _____ From _____ To _____ Specialty _____

PLEASE WRITE A BRIEF ANSWER TO THE FOLLOWING QUESTIONS:

Please describe your philosophy of Education.

How do you view your role as principal in a Catholic School?
How does the role of principal compare to a teacher's role?

Recount two or three experiences that have equipped you for a leadership role in a Catholic Elementary School.

Identify two major accomplishments that you believe demonstrate your leadership capabilities.

How important do you consider your own Catholic attitudes and practices in your role as principal?

Describe your most disappointing failure as an administrator or educator and tell why the experience was unsuccessful.

How would you describe your style of leadership and management?

Describe your experience and expertise in development work in educational institutions.

Characterize your concept of discipline within a Catholic School.

How would you promote and foster community spirit among faculty, students, parents, and alumni?

What experiences have prepared you to exercise leadership in the area of financial management?

What do you see as the relationship between the school and parish?

CERTIFICATION *Please read carefully before signing.*

I HEREBY CERTIFY that to the best of my knowledge the information presented in this application form is true and complete. My permission is given for contact to be made with references and employers listed herein, except where specifically indicated to the contrary. I also understand and agree that if hired, neither this application nor any related policies, procedures or practices of the employer shall create an express or

implied contract of employment or a promise of continued employment. I further understand that if hired my employment will be "At Will," meaning that such employment may be terminated by the archdiocese at any time and for any reason (not applicable to personnel employed pursuant to a contract of employment, the form of which has been authorized by the Moderator of the Curia).

Signature

Date

Form continues on next page.