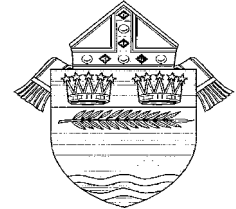


**OFFICE OF CATHOLIC SCHOOLS
DIOCESE OF PALM BEACH**



ADMINISTRATIVE APPLICATION

SECTION 1. PERSONAL DATA

GENERAL INSTRUCTIONS:

You are requested to fill in all the blanks. For all sections, if added space is needed, please attach additional sheets.

Family Name **First** **Middle** **Social Security Number**

Maiden Name **Religious Name if different from above**

Full Name of Religious Community and Initials (if applicable) **City & State of Provincialate**

Home Address: **No., Street, City, State, Zip** **Home Telephone**

Work Address: **School/Firm, No., Street, City, State, Zip** **Work Telephone**

U.S. Citizen _____ Yes _____ No

Religion _____ Church Attended: _____
Name and address _____
Pastor _____

Position for which you are applying _____

Do you have a preference as to location within the Diocese _____ Yes _____ No; if yes, specify _____

SECTION 2. EDUCATIONAL/PROFESSIONAL TRAINING

Note: An official transcript of record from each institution of high education attended must be sent to the Office of Catholic Schools.

| Name and Location of School | Dates Attended | Date Graduated |
|------------------------------------|-----------------------|----------------------------------|
| Elementary | | |
| High School | Diploma or Degree | |
| College | | Nature of Studies |
| | | Major Minor |
| | | |
| | | |

| Name and Location of School | Dates Attended | Date Graduated | | |
|-----------------------------|----------------|----------------|--------|------------------------|
| Graduate School | | No. of Credits | Degree | Area of Specialization |
| | | | | |
| | | | | |

CERTIFICATION:

| State | Type | Subject | Cert. No. | Date Issued | Expiration |
|-------|------|---------|-----------|-------------|------------|
| | | | | | |
| | | | | | |

RELIGIOUS EDUCATION COURSES:

| Area | Institution | No. of Hours | Date |
|------|-------------|--------------|------|
| | | | |
| | | | |
| | | | |
| | | | |

OTHER EDUCATIONAL EXPERIENCE: Major workshops, seminars, internships, grants, summer programs participated in within the last five years (not normally part of a degree program).

| Program/Area | Sponsor/Institution | Date | Cert. Of Completion or Hrs. of Credit |
|--------------|---------------------|------|---------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

SECTION 3. WORK EXPERIENCE

TEACHING AND ADMINISTRATIVE EXPERIENCE:

List all educational employment below, starting with your most recent position. If additional space is required, use a supplemental sheet.

| 1. School Name 2. Address, City, State | Dates Employed Month Year | Admin. Position or Subjects and Grades Taught | Specific Reason For Leaving |
|---|------------------------------|--|--------------------------------|
| 1. | From | | |
| 2. | To | | |
| 1. | From | | |
| 2. | To | | |

| | | | |
|----|------|--|--|
| 1. | From | | |
| 2. | To | | |
| 1. | From | | |
| 2. | To | | |
| 1. | From | | |
| 2. | To | | |

Phone number of most recent school employer: _____

TOTAL Years of FULL-TIME Teaching experience: Elementary _____ High School _____ College _____

TOTAL Years of FULL-TIME ADMINISTRATIVE experience: Elementary _____ High School _____ College _____

List any administrative-related responsibilities that you have as part of your present assignment or as an extension of it.

EXTRA CURRICULAR INVOLVEMENT: List any formally organized religious education or other programs, for children or adults, in which you assist.

| Institution | Activity | Hours per week |
|-------------|----------|----------------|
| | | |
| | | |
| | | |

OTHER WORK EXPERIENCE: List all non-educational experience during the past five years, whether or not it has pertinence for a position in education. Include U.S. Military service and type of military discharge and any former employment with an agency of the Diocese. List the most recent first.

| 1. Employer 2. Address, City, State | Dates Employed Month Year | 1. Title & Type of Work 2. Name & Title of Supervisor | Specific Reason For Leaving |
|--|------------------------------|--|-----------------------------|
| 1. | From | 1. | |
| 2. | To | 2. | |
| 1. | From | 1. | |
| 2. | To | 2. | |
| 1. | From | 1. | |
| 2. | To | 2. | |

Phone number of most recent employer: _____

What academic or professional honors have you received? _____

List membership in professional organizations:

SECTION 4. REFERENCES

Give at least three current references, including your present employer and/or principals under whom you have taught, who have first-hand knowledge of your character, personality, scholarship and teaching ability. (Please do not include immediate family members as references.)

REFERENCES:

| | NAME | ADDRESS | PHONE | POSITION |
|----|------|---------|-------|----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

How soon will you be available? _____ How long will you be available? (Final date) _____

If under contract, when are you required to sign next year's contract? _____

Reasons for leaving your present (or most recent) employment. _____

If you have placement papers on file with a placement bureau or college placement office, give its full name and address.

Add by letter any additional information that will give a more complete estimate of your training, experience, character and ability. Copies of testimonials in your possession may be included.

SECTION 5. PERSONAL INFORMATION

1. Have you ever for any reason been suspended, dismissed or asked to resign an educational position? no yes
2. Have you ever had a teaching/administrative certificate denied, suspended or revoked? no yes
3. Have you ever failed or refused to fulfill an employment contract with any school? no yes
4. Have you ever been found guilty of immoral conduct or dismissed from any teaching/administrative position for immoral or unprofessional conduct or for unfitness of service? no yes
5. Is there anything that will prevent you from performing the essential functions of the position for which you are applying with or without reasonable accommodation? no yes

Explain any "Yes" answers on an attached statement.

Documents submitted with this application become the property of the Office of Catholic Schools and will not be returned.

STATEMENT: The Diocese of Palm Beach is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, sex or national origin.

STATEMENT: I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the Office of Catholic Schools to make any investigation of my background deemed necessary and to share all the information contained herein with any person considering my employment in the Diocesan school system. I understand and agree that the Office of Catholic Schools or the schools of the Diocese of Palm Beach shall have the right at any time after my termination to furnish information to others regarding my employment.

DATE: _____

SIGNATURE: _____

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This application will be placed on file for consideration when vacancies occur. It should be complete and accurate in every detail. When your application has been found acceptable by the Office of Catholic Schools, a brief resume of your application information and credentials will be made available to any pastor or member of a Search Committee considering you for employment. You will be contacted directly by this individual should an opening occur in your field of preparation and/or experience.

All four items are required to activate your file:

MAIL TO THE OFFICE OF CATHOLIC SCHOOLS, P. O. BOX 109650, PALM BEACH GARDENS, FL 33410-9650:

1. Application and Personal Comment Sheet
2. Official Copy of all College Credits
3. Three Current References (requested by Office of Catholic Schools)
4. One Current Reference from Pastor (requested by Office of Catholic Schools)

Note: Applications are maintained on file for one year.

02/2001