

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



Administrator Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Maiden Name Religious Name if Different

Full Name of Religious Community and Initial (if applicable)

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Work Address: _____
Street Address

City State ZIP Code

Religion: _____ Church Attended Name and Address: _____

Pastor: _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____

Desired Salary: \$ _____

Do you have a location preference within the Diocese? YES NO If yes, where? _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Education/Professional Training

Elementary: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Date: _____

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Certification: _____ State/Type: _____

Subject: _____ Cert. No.: _____ Date Issued: _____ Expiration: _____

Certification: _____ State/Type: _____

Subject: _____ Cert. No.: _____ Date Issued: _____ Expiration: _____

Religious Education Courses:

Area	Institution	No. of Hours	Date
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Area	Institution	No. of Hours	Date
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Area	Institution	No. of Hours	Date
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Other Educational Experience: Major workshops, seminars, internships, grants, summer programs participated in within the last 5 years (not normally part of a degree program)

Program/Area	Sponsor/Institution	Date	Cert. of Completion/Hrs. of Credit
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Program/Area	Sponsor/Institution	Date	Cert. of Completion/Hrs. of Credit
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Educational Work Experience

Teaching and Administrative Experience: List all educational employment below, starting with your most recent position.

School: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

School: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

School: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Total Years of Full-Time Teaching Experience:

Elementary	High School	College

Total Years of Full-Time Administrator Experience:

Elementary	High School	College

Other Work Experience

List all non-education experience during the past five years, whether it has pertinence for a position in education. List the most recent first.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

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 certificate denied, suspended, or revoked by any state, or is there any action pending against a certificate or application from another state? | 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 position for immoral or unprofessional conduct or for unfitness for service? | No | Yes |
| 5. Have you ever been convicted, found guilty, or entered a plea of nolo contendere (no contest) to a crime, other than a traffic violation? | No | Yes |
| 6. 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 pastor or principal in the Diocesan school system who might be interested in considering me for a teaching position in said 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 _____

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 circulated to all school principals in the Diocese. Upon their request, your application and credentials will be made available to the principals who will contact you directly if they have an opening in your field of preparation and/or experience.

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

1. Application
2. Official copy of all college transcripts
3. Three current references will be requested by Office of Catholic Schools, based on information given
4. Letter from the Pastor of your Catholic parish verifying that you are a registered Catholic in good standing with the church

this application

APPLICATION, TRANSCRIPTS AND REFERENCES ARE REQUIRED TO ACTIVATE YOUR FILE.

Note: Applications are maintained on file for one year.