



DIOCESE OF TOLEDO
PRINCIPAL APPLICATION FOR EMPLOYMENT

Note: All principals in the Diocese of Toledo must be a practicing Roman Catholic.

I. Background:

Date: _____ Applied by: Letter ____ Phone ____ Person ____

This application will be kept on file in the Catholic Youth & School Services office for one year from the date received.

Name: _____ Date of Birth: _____
(Last) (First)

Address: _____
(Street) (City, State, Zip)

Phone: Home: _____ Work: _____

Marital Status: _____ Maiden Name: _____

Religious Community: _____

Are you willing to relocate? Yes No (circle one)

II. Education

Institution: _____ From: _____ To: _____
(Name & Location) (Month, Year) (Month, Year)

Degree obtained: _____ Semester Hours: _____

Major Field: _____ Minor Field: _____

Institution: _____ From: _____ To: _____
(Name & Location) (Month, Year) (Month, Year)

Degree obtained: _____ Semester Hours: _____

Major Field: _____ Minor Field: _____

Institution: _____ From: _____ To: _____
(Name & Location) (Month, Year) (Month, Year)

Degree obtained: _____ Semester Hours: _____

Major Field: _____ Minor Field: _____

Institution: _____ From: _____ To: _____
(Name & Location) (Month, Year) (Month, Year)

Degree obtained: _____ Semester Hours: _____

Major Field: _____ Minor Field: _____

State Certification

Date of Expiration

Type of Certificate

Certificate Number

III. Catechetical Preparation

Catechetical Level

Diocese

Highest Certificate

Date

IV. Professional Development

As a means of professional growth, please list recent workshops, seminars, courses and professional reading in which you have participated, in both secular and religious areas.

Workshops:	Date
Seminars:	
Courses:	
Professional Reading:	

V. Experience

School/Institution: _____
(Name) (City, State)

From: _____ To: _____
(Month, Year) (Month, Year)

Grade/Subject(s) Taught: _____

Name & phone of person to whom you reported:

School/Institution: _____
(Name) (City, State)

From: _____ To: _____
(Month, Year) (Month, Year)

Grade/Subject(s) Taught: _____

Name & phone of person to whom you reported:

School/Institution: _____
(Name) (City, State)

From: _____ To: _____
(Month, Year) (Month, Year)

Grade/Subject(s) Taught: _____

Name & phone of person to whom you reported:

(Experience cont.)

List work experience other than education:

Employer: _____
(Name & Location) (City, State)

To: _____ From: _____
(Month, Year) (Month, Year)

Duties/Responsibilities:

Name & number of direct supervisor:

Employer: _____
(Name & Location) (City, State)

To: _____ From: _____
(Month, Year) (Month, Year)

Duties/Responsibilities:

Name & number of direct supervisor:

Professional organizations you which you belong:

(Experience cont.)

Civic activity involvement:

List any foreign language proficiency:

Briefly state future educational plans:

VI. References: references are needed in each of the following areas:

Immediate Supervisor:

(Name)	(Position)
(Address, City, State, Zip)	(Phone)

Faith Commitment:

(Name)	(Position)
(Address, City, State, Zip)	(Phone)

Professional Competence:

(Name)	(Position)
(Address, City, State, Zip)	(Phone)

Personal Qualities:

VII. Personal Reflection:

1. What do you think the role of a Catholic School principal is?

2. Why have you chosen a Catholic School principal position?

3. What personal and professional qualifications do you specifically feel you would bring to this position?

The applicant gives permission to the superintendent to disseminate all information pertaining to the review of this application.

APPLICATION APPROVAL DOES NOT GUARANTEE EMPLOYMENT.

Signature of Applicant

Date

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