



## APPLICATION FOR A SCHOOL PRINCIPAL POSITION

Date: \_\_\_\_\_ Degree: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish Name/City & State: \_\_\_\_\_

### EDUCATION

Elementary School: \_\_\_\_\_ Secondary School: \_\_\_\_\_

College: \_\_\_\_\_ City/State: \_\_\_\_\_ Years Attended: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION:** PA \_\_\_\_\_ OTHER STATE \_\_\_\_\_ Expiration date: \_\_\_\_\_

PA Instructional I \_\_\_\_\_ Subject/Area: \_\_\_\_\_ Year: \_\_\_\_\_

PA Instructional II \_\_\_\_\_ Subject/Area: \_\_\_\_\_ Year: \_\_\_\_\_

PPID # \_\_\_\_\_ Religious Education Certificate (if applicable) Diocese: \_\_\_\_\_ Date: \_\_\_\_\_

If employment is offered, can you submit your certificate for having attended the Diocesan Safe Environment Workshop?

Yes \_\_\_\_\_ No \_\_\_\_\_

**(Copies must be attached with this application and original must be shown to potential employer.)**

### ADMINISTRATION EXPERIENCE *(list the most recent first)*

School	City/State:	Grade Levels	Years
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TEACHING EXPERIENCE** (list most recent first)

School	City/State:	Grades	Subjects Taught
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*\*\*If not selected for a Principal opening, please complete this section if you would be interesting in a teaching position within the Diocese of Scranton.\*\**

**TEACHING PREFERENCE**

Grade Level(s): \_\_\_\_\_ Part-Time: \_\_\_\_\_ Full-Time: \_\_\_\_\_

If P/T or F/T positions are not available, are you interested in working as per diem substitute? YES \_\_\_\_\_ NO \_\_\_\_\_

Geographic Area: \_\_\_\_\_

*The Diocese of Scranton covers 11 counties in Northeastern and Northcentral Pennsylvania, with schools in Lackawanna, Luzerne, Monroe, Lycoming, and Bradford counties.*

**NON-TEACHING EXPERIENCE**

Company Name	From		To		Reason for Leaving
	Mo.	Yr.	Mo.	Yr.	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

**REFERENCES**

Pastor: \_\_\_\_\_ Address & Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Address & Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Address & Phone: \_\_\_\_\_

**Please attach a separate page/s of your response to the below inquiries:**

1. Please describe your Philosophy of Education.
2. How do you view your role as a Principal in a Catholic School?
3. How important do you consider your own Catholic attitudes and practices in your role as Principal?
4. What are your concepts of leadership and management?
5. What do you see as the relationship between school and Diocesan pastors?

**PROFESSIONAL ORGANIZATIONS**

Please list your membership in professional organizations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are living outside the Diocese, where can you be contacted locally?

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

I hereby affirm the information submitted here is accurate.

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

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

**PLEASE NOTE:**

Your application will be kept on file by the Diocesan Office for Catholic Schools for a period of two (2) years from the date received. All credentials must accompany the application.