



COMPLETE THE FOLLOWING			YES	NO
Have you previously been employed by the Diocese of Fresno?				
If YES, when	From: / /	To: / /	Location	
Have you previously been employed by another Catholic diocese or private/religious school?				
After employment, can you submit verification of your legal right to work in the United States?				
Has your teaching or administrative credential ever been suspended or revoked?				
Can you perform the essential functions of the principal position with or without reasonable accommodation? ( <i>job description available upon request</i> )				
Have you ever been convicted of any crime other than a minor traffic violation?				
If YES, describe and give date and location				
A conviction may be relevant if it is job related, but will not necessarily disqualify an applicant from employment.				

At your sole discretion, you may attach additional information to explain the circumstances of your above answers.

## B. TEACHING/ADMINISTRATIVE EXPERIENCE AND COURSE WORK

Total Years of FULL TIME (75%+) Teaching Experience	
Total Years of FULL TIME (75%+) Administrative Experience	
Number of Graduate Level Semester Units Beyond BS or BA	
Number of Graduate Semester Units in School Administration	

One quarter unit equals 2/3 of a semester unit.

## C. CREDENTIAL STATUS

	Type	Expires	Subject
California Credentials			
Other Credentials			
Have you passed the California Basic Education Skills Test (CBEST)?			<input type="checkbox"/> YES <input type="checkbox"/> NO

Attach to your application a copy of all your current credentials. If you have passed CBEST, attach a copy of your passing report. If hired, you must provide your official California Credential to the school office for copying.

## D. COLLEGE OR UNIVERSITY EDUCATION

Name & Location of Each Accredited Institution	Degree Earned	Major and Minor

Attach to your application a copy of all your college or university transcripts. Please black out your date of birth on transcripts submitted before hire. If hired, you will be required to request official transcripts to be sent to the Diocese of Fresno Education Corporation.

## E. RESUME & STATEMENT OF INTENT: Please attach to this application your resume and your response in essay form to the following question: Why do you want to be an administrator in a Catholic school?

**F. WORK HISTORY: List Most Recent Employers First**

Employer/Company			
Type of Business			
Address			
City, State, Zip			
Immediate Supervisor (Pastor or Principal, if a school)			
Company Phone	( )	Dates of Employment	From: / / To: / /
Position Title			
Reason for Leaving			
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If NO, why not?			
<b>If a Teaching Position, complete the following:</b>			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
Grades Taught	<input type="checkbox"/> K-2	<input type="checkbox"/> 3-5	<input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> College
Subject Areas			
Extracurricular Areas			
<b>If a School Administrative Position, complete the following:</b>			
Title/Task			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	(% of day engaged in administration = %)

Employer/Company			
Type of Business			
Address			
City, State, Zip			
Immediate Supervisor (Pastor or Principal, if a school)			
Company Phone	( )	Dates of Employment	From: / / To: / /
Position Title			
Reason for Leaving			
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If NO, why not?			
<b>If a Teaching Position, complete the following:</b>			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
Grades Taught	<input type="checkbox"/> K-2	<input type="checkbox"/> 3-5	<input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> College
Subject Areas			
Extracurricular Areas			
<b>If a School Administrative Position, complete the following:</b>			
Title/Task			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	(% of day engaged in administration = %)

Employer/Company			
Type of Business			
Address			
City, State, Zip			
Immediate Supervisor (Pastor or Principal, if a school)			
Company Phone	( )	Dates of Employment	From: / / To: / /
Position Title			
Reason for Leaving			

May We Contact This Employer For a Reference?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If NO, why not?			
<b>If a Teaching Position, complete the following:</b>			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
Grades Taught	<input type="checkbox"/> K-2	<input type="checkbox"/> 3-5	<input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> College
Subject Areas			
Extracurricular Areas			
<b>If a School Administrative Position, complete the following:</b>			
Title/Task			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	(% of day engaged in administration =      %)

Attach any other employment information that is relevant to your application for employment as a principal.

**F. REFERENCES:** Please list 3 persons\* who may be contacted as professional references and who possess first-person knowledge of your character, teaching ability, and scholarship.

Name & Title	Address	City, State, Zip	Phone

\*If you have taught, one of your references must be your last principal. If you were a school administrator in a Catholic school, one of your references must be the school's pastor.

**G. LETTERS OF RECOMMENDATION:** In addition to the three references given above, please submit, as soon as possible, the following three letters of recommendation from: (1) Your current or last employer; (2) A professional colleague; and (3) Your pastor attesting to your commitment to your faith.

**PLEASE READ CAREFULLY AND SIGN**

I authorize the Bishop of the Roman Catholic Diocese of Fresno and the Diocese of Fresno Education Corporation, or their designees, hereafter "Diocese," to communicate with persons listed as references, former employers, and any others with whom the Diocese desires to check. I agree to hold such persons harmless with respect to any information they may give about me.

If employed, I agree to engage in no outside activity that would involve a material conflict of interest with or could reflect adversely on the Diocese. I understand this decision to rest with the Diocese.

I understand that the Diocese may change the terms and conditions of my employment with or without notice. I understand that no representative of the Diocese, other than the Bishop, Superintendent of Catholic Schools, Pastor, or Rector has the authority to enter into any contract or agreement and then only if the commitment is a signed written agreement.

In consideration of my employment, if I am employed, I agree to conform to the employment policies of the Diocese. I understand that the completion of this *School Administrator Application* does not guarantee that I have been or will be employed by the Diocese.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception or false statement made in this application for employment may result in my not being considered for employment, and if not discovered by the Diocese until after my becoming employed, are grounds for, and may result in, my immediate termination.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# ATTACHMENTS TO THIS APPLICATION

To consider your application file complete, attach the following items to your application form.

Please check off  those items that apply to your application.

**CREDENTIALS and CERTIFICATES (Required if applicable)** .....Item C., Page 2

- I have attached a copy of all my current and active teaching and administrative credentials.
- I do not possess a current teaching and administrative credentials or certificates at this time.
- I have attached a copy of my active California Catechist Certificate.
- I do not possess an active California Catechist Certificate at this time.

**PASSING CBEST SCORE (Required if applicable)** .....Item C., Page 2

- I have attached a copy of my CBEST passing score report.
- I do not have a CBEST passing score report at this time.

**COLLEGE/UNIVERSITY TRANSCRIPTS (Required)**.....Item D., Page 2

- I have attached a copy of all my college/university transcripts: Unofficial copies are sufficient for your application. At least one of your transcripts needs to indicate that you have been awarded a bachelor’s degree. If you are hired, please request that official transcripts of your college/university studies be sent to the Diocese of Fresno, Office of Catholic Education.

**RESUME (Optional)** .....Item E., Page 2

- I have attached my resume.
- I have not attached my resume.

**STATEMENT OF INTENT (Required)** .....Item E., Page 2

- I have attached my Statement of Intent: an essay response to the following question: “Why do you want to be an administrator in a Catholic school?”

**LETTERS OF REFERENCE FROM THE FOLLOWING THREE PERSONS (Required)**..... Item G., Page 4

- I have attached a letter from my current or last employer.
- I have attached a letter from a professional colleague.
- I have attached a letter from my pastor or minister attesting to my commitment to my faith. If you are not an active member of a parish or church and are unable to obtain a letter from your pastor or minister, include an explanation of your situation.

***Thank you*** for applying for a principal position in the Catholic schools of the Diocese of Fresno. We are always looking for principals eager to touch the hearts and minds of our students.

FOR OFFICE USE ONLY

Date Application Received		Date Application is Complete	
<b>Application Transmitted to School Search Committee</b>			
<b>School</b>	<b>Date</b>	<b>School</b>	<b>Date</b>