



## DIOCESE OF TOLEDO

### PRINCIPAL APPLICATION FOR EMPLOYMENT

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

#### **I. BACKGROUND**

DATE: \_\_\_\_\_ APPLIED BY: LETTER \_\_\_ PHONE \_\_\_ PERSON \_\_\_

This application will be kept on in the Parish 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: \_\_\_\_\_

WILLING TO RELOCATE: YES NO (CIRCLE ONE)

**II. EDUCATION**

INSTITUTION AND LOCATION	FROM MO.YR	TO MO.YR	DEGREE DATE/TITLE	SEMESTER HOURS	MAJOR FIELD	MINOR FIELD
COLLEGE OR UNIVERSITY						
GRADUATE WORK						

STATE CERTIFICATION

TYPE OF CERTIFICATE AND NUMBER

DATE OF EXPIRATION

**III. CATECHETICAL PREPARATION:**

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CATECHETICAL LEVEL

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DIOCESE	HIGHEST CERTIFICATE EARNED	DATE
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**IV. PROFESSIONAL UPDATING**

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.

<b>WORKSHOPS:</b>	<b>DATE</b>
<b>SEMINARS:</b>	
<b>COURSES:</b>	
<b>PROFESSIONAL READING:</b>	

**V. EXPERIENCE**

<b>FROM MO.YR</b>	<b>TO MO.YR</b>	<b>SCHOOL NAME &amp; CITY</b>	<b>GRADE/SUBJECT TAUGHT OR POSITION HELD</b>	<b>NAME &amp; PHONE OF PERSON WHOM YOU WERE DIRECTLY RESPONSIBLE</b>

List work experience other than education: \_\_\_\_\_

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What professional organizations do you belong?

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(experience cont.)

What civic activities are you involved?

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List any foreign language proficiency:

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Briefly state future educational plans:

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VI. **REFERENCES:** References needed in each of the following areas:

Immediate Supervisor:

NAME	POSITION	ADDRESS	PHONE
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Faith Commitment:

NAME	POSITION	ADDRESS	PHONE
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Professional Competence:

NAME	POSITION	ADDRESS	PHONE
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Personal Qualities:

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**VII. PERSONAL REFLECTION:**

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

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

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3. Specifically what personal and professional qualifications do you feel you bring to this position?

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

**APPLICATION APPROVAL DOES NOT GUARANTEE EMPLOYMENT.**

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Signature of applicant

Return to:

Fr. Jim McDonald, C.Ss.R.  
St. Gerard Church  
240 W. Robb Ave.  
Lima, OH 45801