



SUPERINTENDENT OF SCHOOLS
 DIOCESE OF CHARLOTTE
 1123 SOUTH CHURCH STREET ♦ CHARLOTTE, NC 28203-4003 ♦ 704-370-3270

APPLICATION FOR AN ADMINISTRATIVE POSITION

Instructions – Please type all entries except signature

Name _____
 (Last) (First) (Middle)
 (Religious Congregation, if applicable) _____
 Permanent Address _____
 Telephone Home: (____) _____ Office: (____) _____ Cell: (____) _____
 Religious Affiliation _____ If Catholic, Parish of membership _____

EDUCATIONAL INSTITUTIONS ATTENDED

NAME OF INSTITUTION	LOCATION (City and State)	MAJOR AREA OF CONCENTRATION	NUMBER CREDITS RECEIVED	DEGREE OR DIPLOMA RECEIVED	DATE RECEIVED

TEACHING CERTIFICATES OR LICENSES ISSUED TO YOU

TITLE OF CERTIFICATE OR LICENSE	ISSUING STATE	EFFECTIVE DATE	EXPIRATION DATE	VALID FOR WHAT SUBJECTS OR AREAS?

TEACHING EXPERIENCE:

School	Grade	Subject Taught	Dates
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Employer's Name	Address	Telephone Number
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School	Grade	Subject Taught	Dates
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Employer's Name	Address	Telephone Number
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School	Grade	Subject Taught	Dates
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Employer's Name	Address	Telephone Number
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SUPERVISORY EXPERIENCE: (ex: principal, assistant principal, grade coordinator, department chairperson)

School	Title of Supervisory Role	% of Day Engaged	Dates
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Employer's Name	Address	Telephone Number
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School	Title of Supervisory Role	% of Day Engaged	Dates
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Employer's Name	Address	Telephone Number
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School	Title of Supervisory Role	% of Day Engaged	Dates
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Employer's Name	Address	Telephone Number
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OTHER WORK EXPERIENCE:

Employer's Name	Dates
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Address	Telephone Number
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Employer's Name	Dates
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Address	Telephone Number
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RECENT EDUCATIONAL PURSUITS: (post-graduate courses, workshops, seminars, professional reading, and travel)

List below any articles or books you have published, scholarships or honors you have received and professional organizations to which you belong.

REFERENCES: Give recent academic or professional references (at least one must be an immediate supervisor)

Name	Address	Position	Telephone

ATTACH LETTERS OF RECOMMENDATION TO THE APPLICATION: (including a reference letter from your pastor, if Catholic)

Letters from the following:

Name	Position

Write a brief statement indicating what you regard as the main task of a newly appointed principal and/or administrator. Mention specific ways in which you would attempt to meet the challenges of the position.

BACKGROUND INFORMATION

Yes No

- Have you ever been suspended, dismissed, fired, or discharged from a position of employment?
- Have you ever had a teaching certificate suspended or revoked?
- Have you ever been placed on an Action Plan?
- Have you ever received a below standard rating?
(If you answered YES, include a copy of your last two evaluations.)
- Have you ever been asked to resign from a position of employment?
- Have you ever been convicted of any violation of the law other than a minor traffic ticket?
- Have you ever been convicted of a felony?
- Have you ever been the subject of investigation for sexual misconduct?

(If you answered YES to any of the above questions, explain on a separate page and include

I certify that the information contained in this application is correct to the best of my knowledge. I authorize investigation of all matters contained in this application and agree that any misleading or false statements may result in termination. I hereby authorize my present/past employers to furnish the Diocese of Charlotte Catholic Schools Office with information about my employment history. I understand that the references requested will be communicated on a confidential basis and that any information provided therein will not be shared with me. I further acknowledge that this application is not a contract of employment. I understand that I must be committed to the mission of Catholic Schools. I must respect, appreciate, and uphold the teachings, principles, legislation, policies and traditions of the Roman Catholic Church in both word and example.

Date

Signature of Applicant

The Diocese of Charlotte Catholic Schools is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, disability, or national origin.