



ARCHDIOCESE OF MOBILE

OFFICE OF CATHOLIC SCHOOLS

352 Government Street
Mobile, AL 36602
Tel: 251-438-4611
Fax: 251-438-4612

PRINCIPAL
APPLICATION
PACKET



ARCHDIOCESE OF MOBILE
OFFICE OF CATHOLIC SCHOOLS

352 Government Street
Mobile, AL 36602
Tel: 251-438-4611
Fax: 251-438-4612
kabreo@mobarch.org

Dear Applicant,

Thank you for your interest in the position of principal in our Archdiocese.

Please submit the enclosed documents:

- Application for Employment
- Archdiocese of Mobile Screening Form
- Applicant/Volunteer Release Statement
- Lifestyle Expectations form
- Applicant Marital Status form
- Verification of Administrative Experience form
- Verification of Teaching Experience form
- Three Principal Professional Reference forms

To complete the application process, the following must also be on file with the Department of Catholic Education:

- A cover letter
- A resume
- A letter of reference from your pastor
- University/College transcripts

Submit all documents to: Department of Catholic Education
Archdiocese of Mobile
352 Government Street
Mobile, AL 36602
Attention: Search Committee

or: Email: kabreo@mobarch.org
Fax: 251.438.4611

When all the required forms are received, your name will be placed on the active list of applicants.

If you have any questions, please call 251.438.4611.

The Catholic School Principal – Job Description

The Catholic School Principal is the chief administrator and facilitator of the Catholic School. Under the direction of the Pastor or School President, the Catholic School Principal is responsible for supporting the Archdiocese of Mobile in its mission to accept the challenge to participate in Jesus' teaching mission by offering opportunities for active faith life, providing quality educational programs, promoting the growth and development of the whole person, accepting diversity of all people, while sharing the learning experience with parents as active partners.

Catholic School Principals will:

- Recognize and support the unique Catholic mission of the Archdiocese of Mobile by speaking, acting, and instructing consistently with the teachings of the Catholic Church; a Catholic school principal will not espouse any doctrine inconsistent with the teachings of the Catholic Church.
- Foster intellectual and spiritual development of staff and students by teaching and acting in accordance with the mission, philosophy, objectives and policies of this Catholic school.
- Strive to model the teachings of Jesus in attitude and example.
- Plan and participate in faculty meetings, parent conferences, school programs, assemblies, liturgies, religious activities as indicated on the school calendar.
- Be trained in the Archdiocesan Child Protection Program and renew annually.
- Adhere to directives and policies of the Archdiocese and the Department of Catholic Education.
- Follow all policies stated in the local faculty and student handbooks.
- Recruit and hire qualified, dedicated teachers and staff; once hired, supervise and evaluate regularly.
- Monitor academic plans that follow the prescribed curriculum that includes appropriate activities to ensure that academic progress is occurring.
- Evaluate student and program growth by following Department of Catholic Education's student assessment programs and practices.
- Provide staff development opportunities to support faculty in fostering academic growth.
- Maintain and participate in the SACS district accreditation process.
- Maintain an accurate record keeping system for financial, student and employee records.
- Stay current with educational research, and participate in professional development.
- Maintain a clean environment and oversee buildings and grounds.
- Establish consistent rules and routines, and discipline program in order to provide a safe learning environment for the school community.
- Meet established safety standards by scheduling regular fire, lockdown and weather drills.
- Maintain optimal relations in a professional and collegial manner with all students, faculty, staff, parents, the superintendent, pastor and school community.
- Dress in accordance with professional standards.
- Prepare the annual school budget with the Pastor or School President and the School Advisory Committee.
- Report regularly to the Pastor or School President and School Advisory Committee regarding progress of the school.
- Serves the School Advisory Committee as the executive secretary, by submitting agendas, and attending scheduled meetings.
- Direct student recruitment efforts, participate in long range planning, and support development/marketing plans.
- Accept additional duties as assigned by the Pastor or School President.
- Complete all assigned duties and obligations before closing the school year.



Archdiocese of Mobile Application for Employment

Parish/School/Entity _____ City _____

This form must be attached to the Archdiocesan Screening Form to complete Employment Application. This application will remain available for a period of one year after it is submitted. Any applicant who wishes to be considered for a position after that time period should submit another application.

Name _____ Date _____

Address _____ Email _____

Daytime Phone (_____) _____ Other Phone (_____) _____

Are you a United States citizen or alien legally authorized to work in the United States? Yes No

Emergency Contact Person _____ Phone (_____) _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____

Are you under contract now? Yes No Full Time Part Time

Have you previously been employed by Archdiocese of Mobile? Yes No

If yes, what position? _____ Reason for leaving _____

Have you applied to this diocese before? Yes No Where? _____ When? _____

Who referred you to this location? _____

EDUCATION

School Level	Name and Location of School	No. of yrs. attended?	Did you graduate?	Subjects studied	Degree Received
Grammar School					
High School					
College					
Postgraduate School					
Trade, Business or Correspondence School					
Other Training					

Do you hold teaching certification or professional certification? Yes No

Teacher certification, rank and specialty or other endorsements _____

Other certification(s): List certificate, date of certification and certifying agency

List any skills, talents, education, training or experience, other than that listed above, which qualifies you for the position you are seeking: _____

List three personal references you have known three years or more (not former employers).

1. Name _____

Address _____ Phone (H) _____

City _____ State _____ Zip _____ Phone (W) _____

2. Name _____

Address _____ Phone (H) _____

City _____ State _____ Zip _____ Phone (W) _____

3. Name _____

Address _____ Phone (H) _____

City _____ State _____ Zip _____ Phone (W) _____

GENERAL

Subjects of special study or research work

Special training

Special skills

FORMER EMPLOYERS (List below three employers, starting with last one first).

1. Current employer. Name: _____ Address _____

_____ Phone _____

Starting date _____ Ending date _____ Part Time Full Time

Month Year Month Year

Weekly starting salary _____ Weekly final salary _____

Job title _____ May we contact your supervisor? _____

Name and title of supervisor _____ Supervisor's email address _____

Description of work _____

Reason for leaving _____

2. Name and address of employer prior to 1. Name: _____

Address _____ Phone _____

Starting date _____ Ending date _____ Part Time Full Time

Month Year Month Year

Weekly starting salary _____ Weekly final salary _____

Job title _____ May we contact your supervisor? _____

Name and title of supervisor _____ Supervisor's email address _____

Description of work _____

Reason for leaving _____

3. Name and address of employer prior to 2. Name: _____

Address _____ Phone _____

Starting date _____ Ending date _____ Part Time Full Time

Month Year Month Year

Weekly starting salary _____ Weekly final salary _____

Job title _____ May we contact your supervisor? _____

Name and title of supervisor _____ Supervisor's email address _____

Description of work _____

Reason for leaving _____

Attach a copy of your resume. If no resume, initial here _____

Attach a photo (optional). If no photo, initial here _____

STATEMENT OF NONDISCRIMINATION: The Archdiocese of Mobile is committed to providing equal employment opportunities for all persons regardless of race, color, gender, age, national origin, citizenship status, disability, or status as a disabled veteran of the Vietnam era.

Any offer of employment is subject to the successful completion of a criminal background and reference check.

Applicant Signature

Date



Archdiocese of Mobile Screening Form

Check One

Religious
 Volunteer
 Employee
 Job Applicant

Parish/School/Entity _____ City _____

This Screening Form is to be completed by all applicants for any position (volunteer or compensated). This is not an employment application. Persons seeking employment will be required to provide additional information. This process is used to help the Church provide a safe and secure environment for children, youth and adults who participate in our programs and use our facilities.
You may not volunteer or work with youth in any Archdiocesan ministry until your background check has been completed and approved.

*Legal Name _____

Last First Middle Maiden

Address: _____

City State Zip

Other names used within the last 7 years: _____

*Social Security Number (please indicated **none** if you do not have a SSN): _____

*Date of Birth: _____ Place of Birth: _____

City State Country

Green Card/Student Visa Number: _____ Driver's License: _____

Number State

Daytime Phone (_____) _____ Other Phone (_____) _____

Email Address _____

Employer _____

List one personal reference you have known three years or more.

Name _____

Address _____

Daytime Phone (_____) _____ Other Phone (_____) _____

Are you a registered member of the parish? Yes Since _____ No

List all other churches you have attended or been involved with during the last five years:

Church County State From To

***Information must be provided in order to complete the required background check. .**

Name _____

In what ministry/ies will you be working/volunteering?

School	<input type="checkbox"/> Parent	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Employee	<input type="checkbox"/> Other _____
Parish	<input type="checkbox"/> Religious Ed	<input type="checkbox"/> VBS	<input type="checkbox"/> Employee	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Youth Ministry	<input type="checkbox"/> Scouts	<input type="checkbox"/> CYO Coach	
Religious	<input type="checkbox"/> Priest	<input type="checkbox"/> Deacon	<input type="checkbox"/> Seminarian	<input type="checkbox"/> Religious Sister
Other	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Employee	<input type="checkbox"/> Other _____	Entity _____

IMPORTANT: PLEASE READ EACH QUESTION BEFORE ANSWERING

1. Has a civil or criminal complaint ever been filed against you alleging sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)? Yes No

If yes, explain in full (attach a separate sheet of paper if necessary). Please provide the date, nature and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify, by name and title, the person(s) who investigated the complaint.

2. Have you ever chosen not to renew or continue any employment or volunteer services, had your employment or volunteer services terminated or been subject to disciplinary action, **for reasons relating to allegations of sexual misconduct or child abuse by you?** Yes No

If yes, please explain (attach a separate sheet of paper if necessary). Please include in your explanation the date, nature and place of the occurrence(s), allegation(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address and telephone number.

3. Have you ever been arrested or convicted of a crime (felony or misdemeanor) other than a minor traffic violation? Yes No

If yes, please explain (attach a separate sheet of paper if necessary). Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

4. Are you presently abusing alcohol or using any illegal drugs? Yes No



Archdiocese of Mobile Acknowledgement

Acknowledgement of Receipt and Review of the Archdiocese of Mobile Child Protection Policy

This is to acknowledge the Archdiocese of Mobile Child Protection Policy is available to me for my review on the Archdiocesan website.

I understand that I am responsible for complying with the Policy as stated and, if I am an employee or volunteer, that questions or clarifications regarding the Policy should be directed to my immediate supervisor or to the Archdiocesan Office of Administration. If I am a priest, deacon, religious, or seminarian, I understand that questions should be referred to the Archbishop or his designee.

I further understand that the Archdiocese of Mobile reserves the right to change, modify and/or revise any part of the Policy at any time.

Signature: _____

Name (please print): _____

Parish/School/Agency: _____

Position: _____

Date: _____



Applicant/Volunteer Release Statement

IMPORTANT: THE FOLLOWING STATEMENT MUST BE READ AND SIGNED.

- The information provided in this Application is true, correct, and complete. If employed or accepted as a volunteer, any misstatement or omission of fact on this Application may result in my dismissal.
- I grant permission to the Archdiocese of Mobile to conduct a pre-employment or pre-volunteer screening of my background and references and release the Archdiocese of Mobile and Archdiocesan schools, parishes, organizations, agencies, ministries, and other entities if applicable, from any and all resultant liability. This screening may include, but is not limited to, background investigations, criminal history checks, consumer reports, investigative consumer reports, and other reports which may bear upon an applicant or a volunteer's fitness for a position. I understand and authorize any references, or any other person or organization, whether or not identified in this Application, to give any information (including opinions) regarding my character and fitness for service. I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report prepared on me upon my written request to the entity preparing the report, when the request is made within a reasonable time after the date thereof.
- I grant permission to the Archdiocese of Mobile to release this Application and attendant documents to the appropriate department, agency, search/committee and prospective supervisor within the Archdiocese of Mobile. I understand my signature absolves and releases the Archdiocese of Mobile from any and all liability for any and all legal action involving relinquishment of the information to others.
- I hereby release any reference contact, whether identified or not in this Application, and waive any and all claims and liability for damages of whatever kind or nature which may at any time result to me, my heirs/family, on account of compliance with this authorization, excepting only the communication of knowingly false information.
- I will abide by the policies and procedures of the Archdiocese of Mobile.
- If employed, I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.
- I will be required to furnish proof of identity and eligibility to work in the U.S. once a conditional job offer has been made.
- I am aware that background checks may be updated periodically.
- Upon termination, I authorize the release of reference information by the Archdiocese of Mobile.
- I intend this to be a legally binding Release, which I have read and understand. I understand that I may consult with an attorney before signing the document. A facsimile or photocopy of this authorization shall be as valid as the original.
- I HAVE CAREFULLY READ THIS RELEASE AND KNOW THE CONTENTS. I SIGN THIS RELEASE AS MY OWN FREE ACT.

Name _____ (Printed)

Signature _____ Date _____

Lifestyle Expectations Based Upon Catholic Beliefs

It is our faith that life is a gift from God which we are called to respect from conception to natural death. We believe that God creates people in his own image as male and female. He has instituted marriage as a life long covenant relationship between one man and one woman and calls husbands and wives to exclusive sexual fidelity. We believe that sexual relations outside of marriage are inconsistent with God's call to holiness in our lives. We believe that anything that separates the conjugal act from procreation (for example, in vitro fertilization) is inconsistent with the dignity of human sexuality. We further believe that pornographic material undermines the dignity and image of God in individuals and promotes sexual conduct contrary to our Catholic beliefs.

We require all who serve in the Archdiocese of Mobile to live in accord with our beliefs regarding human life, sexuality and marriage. Some may not affirm their agreement with our beliefs regarding human life, sexuality and marriage, and they are not required to affirm our beliefs if contrary to their own conscience, but all who serve in the Archdiocese of Mobile are required to live in accord with our beliefs regarding human life, sexuality and marriage and to do nothing to undermine, subvert or contradict our beliefs.

(applicant's signature)

(date)

Applicant Marital Status Form

Date: _____

Full Name: _____

Address: _____

Email: _____

Telephone number: (____) _____

My religious affiliation: _____ Baptized Catholic
_____ Other (Please specify) _____

I am married. _____ Yes _____ No

If married: My spouse's religious affiliation: _____ Baptized Catholic
_____ Other (Please specify)

Location of wedding: _____ City of wedding: _____

I have been married before. _____ Yes _____ No

If yes: Former spouse's religious affiliation: _____ Baptized Catholic
_____ Other (Please specify)

Location of wedding: _____ City of wedding: _____

Was this marriage annulled? _____ Yes _____ No

My current spouse has been married before. _____ Yes _____ No

If yes: Religious affiliation of spouse's former spouse: _____ Baptized Catholic
_____ Other (Please specify)

Location of wedding: _____ City of wedding: _____

Was this marriage annulled? _____ Yes _____ No

VERIFICATION OF ADMINISTRATIVE EXPERIENCE

This is to certify that _____ was employed as a regular full-time Administrator at _____ School, as indicated below.

Name of School _____

School Address _____

Telephone Number of School _____

Type of School: Include only full-time administration for which salary was paid. Use separate lines for each school term.

From: Month/Year	To: Month/Year	Full Semester(s)		Type of School PK-8 / K-6 / 9-12
		Yes	No	

Name(s) of Superintendent(s) during the period indicated above:

Kind of administration certificate applicant held during period of employment:

Was the school accredited during applicant's employment? Yes No

Remarks:

Date: _____

Signature of Superintendent or Administrator

(This form when completed is to be filed with the applicant's cumulative personnel record.)

VERIFICATION OF TEACHING EXPERIENCE

This is to certify that _____ was employed as a regular full-time teacher at _____ School, as indicated below.

Name of School _____

School Address _____

(Street Address) (City) (State) (Zip Code)

Telephone Number of School _____

Subjects or Grade Taught: Include only full-time teaching for which salary was paid. Use separate lines for each school term

From: Month/Year	To: Month/Year	Full Semester(s)		Subject/Grade Taught
		Yes	No	

Name(s) of Administrator(s) during the period indicated above:

Kind of teaching certificate applicant held during period of employment:

Was the school accredited during applicant's employment? Yes No

Remarks:

Date: _____

Signature of Superintendent or Administrator

DEPARTMENT OF EDUCATION
Archdiocese of Mobile

Confidential Principal Professional Reference Form

I have submitted an application for a Principal position with the Office of Catholic Schools in the Archdiocese of Mobile. Since I cannot be considered for employment until my references are on file, I would appreciate it very much if you will check the items listed below and mail this form at your earliest convenience directly to Gwen Byrd, Superintendent of Schools, Archdiocese of Mobile, 352 Government St., Mobile, AL, 36602. Thank you for your assistance in this matter.

Applicant _____
(Name of Applicant – Please Print)

Date _____



REFERENCE: *Please rank the above individual based on the following scale.*

1 = Superior 2 = Good 3 = Average 4 = Inconsistent 5 = Poor
6 = No Knowledge of this aspect of the applicant 7 = Do not wish to comment on this aspect

- _____ Attitude toward teachers: Recognizes and copes with their needs.
- _____ Adaptability: Skill in adapting
- _____ Competency in the academic field
- _____ Planning and preparation
- _____ Initiative: Has the quality of seeing what needs to be done and is judicious in doing it
- _____ Effective use of methods and techniques
- _____ Organizational skills
- _____ Professionally current
- _____ Professional in attitude, professional relationships and ethics
- _____ Reliability: Is consistent, dependable, and accurate in carrying responsibility to a successful conclusion.
- _____ Personal Appearance: Appropriate professional attire and grooming
- _____ Poise
- _____ Personality: Shows the qualities that make administration effective, e.g. enthusiasm and appealing manner.
- _____ Speech and voice qualities
- _____ Health
- _____ Loyalty to the school

This evaluation covers the period from _____ to _____.

Total number of school years _____

How long have you personally known the applicant?

Would you recommend employment of the above-named applicant in a Principal position?
Yes No (Please circle one)

If not, please state why: _____

The information given above is based on (Please check all items that apply):

_____ Personal acquaintance with the applicant

_____ Worked under my supervision.

_____ Student teacher under my supervision

_____ Student in my class

_____ Applicant was a co-worker.

_____ Other (Please specify): _____

COMMENTS:

Name (please print)

Position

Signature of the Reference

Email address

Telephone

Date