



Diocese of Las Cruces

Catholic School Office

1280 Med Park Drive

Las Cruces, New Mexico 88005

Tel: (575) 523-7577 • Fax: (575) 524-3874



Application for Principal / School Administrator

Name _____
First Middle Initial Last

Other name under which employment/academic records may be listed _____

Address _____
Number and Street City State Zip

Telephone Home _____ Cell _____ Other _____

Email _____

Eligible to work in the U.S. _____

Please indicate the school to which you are applying:

- All Saints Catholic School, Roswell (PreK-8)
- Holy Cross Catholic School, Las Cruces (PreK-8)
- St. Helena Catholic School, Hobbs (PreK-5)
- Father James B. Hay Catholic School, Alamogordo (PreK-8)
- St. Edward Catholic School, Carlsbad (PreK-5)
- St. Mary's High School, Las Cruces (9-12)

When will you be available to accept a position? _____ Minimum Salary Expectation _____

Are you a member of a Religious Order or Secular Institute? If yes, please specify: _____

Colleges and Universities Attended:

Name of School/Location	Dates Attended	Year of Graduation	Degree	Major	Minor	GPA

How many graduate semester hours have you earned in educational administration? _____

Have you served an administrative internship? If so, where and in what capacity? _____

List the name, address, and phone number of your internship supervisor: _____

Have you successfully completed a Catholic School Principal Leadership Program? _____

If so, when and where? _____

List the name, address and phone number of the person in charge of the program: _____

Are you certified as a teacher? State _____ Type of Certificate _____ Number _____ Expiration Date _____

Are you certified as a principal? State _____ Type of Certificate _____ Number _____ Expiration Date _____

Please list any other certifications you hold:

State _____ Type of Certificate _____ Number _____ Expiration Date _____

State _____ Type of Certificate _____ Number _____ Expiration Date _____

EDUCATIONAL WORK EXPERIENCE: (Please list the most recent first)

School	City/State	Position	Dates	Salary	Principal's Name/Phone

*If you were the principal of a school, list the name of the person to whom you were directly responsible.

WORK EXPERIENCE OUTSIDE OF EDUCATION: (Please list the most recent first)

Name of Institution	Position	Dates	Salary	Supervisor's Name/Phone

REFERENCES:

List the individuals whom you will ask to submit recommendations: References should have specific knowledge of your professional preparation and experience. In addition, religious candidates must present a letter of concurrence from their superiors..

Name	Position	Address	Phone

STATEMENT OF PHILOSOPHY OF EDUCATION:

On an additional page, please provide a 300-500 word statement of your personal philosophy of education.

STATEMENT OF INTEREST IN EMPLOYMENT IN A CATHOLIC SCHOOL:

On an additional page, please provide your 300-500 word statement of interest in working in a Catholic school in the Diocese.

STATEMENT ON RENEWING OUR COMMITMENT TO CATHOLIC ELEMENTARY & SECONDARY SCHOOLS:

Please read the Bishops' statement, *Renewing Our Commitment to Catholic Elementary & Secondary Schools in the Third Millennium*, available on-line at <http://www.usccb.org/beliefs-and-teachings/how-we-teach/catholic-education/upload/renewing-our-commitment-2005.pdf>. On an additional page, please provide a 300-500 word paragraph stating your understanding and thoughts on the Bishops' statement.

CHARACTER QUALIFICATIONS

The primary mission of the Catholic school is to develop and promote a Catholic elementary school faith community based on the documents, *To Teach as Jesus Did* and *The Catholic School*, and that all duties and responsibilities of the principal shall be performed with this primary purpose in mind. The principal, in recognition of his/her unique commission, shall exhibit professional standards of ethical behavior in attendance, punctuality, grooming, language, academic preparation, and in his/her relationship to students, parents, faculty, and staff, as both an adult example and member of a Faith community. The principal's record is expected to be free from acts or incidents that might either disqualify him/her from the role of principal, or prejudice or otherwise impair his/her effectiveness as a principal.

The principal is called to be a role model and a witness to the Gospel of Christ and, therefore, shall adhere to proper conventions and Christian morals. The principal shall maintain by words and actions a position that is in conformity with the teaching, standards, doctrines, laws, and norms of the Church as interpreted by the Roman Catholic Diocese of Las Cruces. Catholic School Principals and Administrators must be in good standing with the Church and are expected to live a lifestyle consistent with the teachings of the Roman Catholic Church.

I understand, accept and, if hired, will abide by the expectations described above for the Catholic School principal: Yes No
_____ _____

- | | Yes | No |
|--|-------|-------|
| 1. Are you a Roman Catholic, active in the sacramental life of the church?* | _____ | _____ |
| 2. Are you willing to maintain, by word and actions, a position of role model and witness to the Gospel of Christ that is in conformity with the teachings, standards, doctrines, laws, and norms of the Church as interpreted by the Diocese of Las Cruces? | _____ | _____ |
| 3. Can you supply official transcripts and/or certificates verifying all degrees and/or credentials claimed on this application? | _____ | _____ |
| 4. Are you able to perform the essential functions of a principal's job with or without reasonable accommodations? If your answer is no, describe on an attachment the functions you cannot perform without reasonable accommodation, and proposals for accommodation. | _____ | _____ |

**Check "Yes" if you are an Eastern Rite Catholic in communion with Rome.*

- | | Yes | No |
|---|-------|-------|
| 1. Are you currently under contract at another school for the next school year? | _____ | _____ |
| 2. Have you ever had a teaching credential denied, suspended, or revoked? | _____ | _____ |
| 3. Have you ever failed or refused to fulfill an employment contract with a school? | _____ | _____ |
| 4. Have you ever, for any reason been suspended, dismissed, or asked to resign from a teaching/administration position? | _____ | _____ |
| 5. Have you ever been convicted of a violation of law other than a minor traffic violation? If yes, identify the nature of the crime, when and where you were convicted, the case number and disposition of the case on an attachment.* | _____ | _____ |
| 6. Are you currently out on bail? If yes, identify on an attachment the nature of the charge, when and where you were charged, and the case number.* | _____ | _____ |

**Conviction is not automatically a bar to employment; each case is considered on its own merits. If you wish, explain any "Yes" answers on an attached statement.*

NOTICE

Catholic schools within the Diocese of Las Cruces do not discriminate on the basis of race, color, sex, national origin, mental or physical disability, or veteran status. The school and/or parish employer will make a reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship will result.

OTHER EMPLOYMENT REQUIREMENTS AND INFORMATION

In compliance with the New Mexico Public Education Department as well as the policy of the Diocese of Las Cruces, all individuals offered employment in a Catholic school in the Diocese of Las Cruces will be required to successfully complete criminal background check, to include fingerprinting.

Roman Catholic candidates for employment who have married outside the laws of the Church and whose marriages have not been regularized are ineligible for hire. This includes couples who are not married, either civilly or sacramentally, but who are living as husband and wife. Individuals baptized in the Roman Catholic Church who, as adults, knowingly and willingly have left the Church, for any reason, are ineligible for hire.

- The Diocese is exempt from the State Unemployment programs and benefits.
- I must, as a condition of employment, submit proof of my legal right to live and work in the United States in accordance with the Immigration Act of 1986.
- No application will be considered active unless it is complete and all required documentation has been received.
- Neither completion of the application process nor consideration for a position by any school is a guarantee of or a commitment to employment.

Application documents are gathered for the exclusive use of the Catholic School Office of the Diocese of Las Cruces and schools in the Diocese. Copies of this application and its supporting documents (transcripts and letters of recommendations) will be sent to any school in the Diocese that requests them for the purpose of considering the applicant for a position. Neither the application nor the supporting documents will be sent to anyone else by the Office of Catholic Schools, even at the applicant's request.

AUTHORIZATION AND CERTIFICATION

I authorize any Catholic school in the Diocese of Las Cruces considering me for employment to investigate all statements contained in this application, to contact the references and employers listed, except where specifically indicated to the contrary, and I release all employers, schools and other references listed on this application from any liability involved in providing this information.

I certify that I have personally completed this application. I certify that all information furnished on this application is true, accurate and complete to the best of my knowledge and that any falsification, omission, or misrepresentation of information by me will be sufficient cause for rejection of my application and/or termination of my employment.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract between the school and me.

Please sign and date this application form only after reviewing each section to ensure that all information and answers to questions are correct and complete. False or misleading information given on the application or in the interview will provide grounds for disqualification of candidacy for employment, revocation of offer or summary termination of employment.

Signature _____ Date _____