



Roman Catholic
Diocese of Tucson

**APPLICATION PACKET
FOR CATHOLIC SCHOOL
ADMINISTRATIVE EMPLOYMENT**



Diocese of Tucson

Department of Catholic Schools

PO Box 31 • (111 S. Church) Tucson, Arizona 85702 • (520)838-2547
FAX (520) 838-2589 • cathsch@diocesetucson.org

Dear Applicant:

Thank you for your inquiry regarding administrative employment at a Catholic School in the Diocese of Tucson.

Please complete the application and mail it, along with all required documents, to the Department of Catholic Schools at the address above.

For your application to be considered, in addition to the completed application forms, we must receive these required documents: four current references (use the reference forms provided); copy of college transcripts (official transcripts required upon employment); copy of Verification of Immunization (original required upon employment); copy of Fingerprint Clearance Card (original required upon employment); and current resumé.

We ask applicants who are members of religious orders to include a letter of reference from their religious superior. Lay applicants are asked to include a letter of reference from their canonical pastor.

Because Catholic Schools in the Diocese of Tucson are accredited, applicants for most administrative positions are required to be certified by the Arizona Department of Education, Certification Unit, 400 W. Congress, Room 118, Tucson, AZ 85701, 520-628-6326. Please contact that Department directly regarding certification.

When your application and all the required documents have been received, they will be placed in the "Active Applicant File." You then will receive consideration for openings for which you are certified and for which you have indicated an interest.

Sincerely,

Sister Rosa Maria Ruiz, CFMM
Superintendent of Catholic Schools



Roman Catholic Diocese of Tucson

APPLICATION FOR CATHOLIC SCHOOL ADMINISTRATIVE EMPLOYMENT

Applying For: Principal Asst. Principal Dean of Students Other

Today's Date:		Social Security Number:			
Last Name		First	Middle	Daytime Phone	
Present Street Address		City	State	Zip	
Permanent Address (If different from present address.)		E-Mail Address			
Evening Phone					
Cell Phone					
Are you a U.S. citizen or legally authorized to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Are you a registered member of a parish? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes: Parish: _____ City: _____ State: _____					
Do you have a valid Arizona Administrative Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes: Type: _____ Expiration Date: _____					
Do you have a valid Administrative Certificate in another state? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes: Type: _____ Expiration Date: _____					
Do you have a valid Arizona Teaching Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes: Type: _____ Certificate Number: _____ Expiration Date: _____					
Subject areas of certificate: _____					
Do you have a valid Teaching Certificate from another state? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes: Type: _____ Certificate Number: _____ Expiration Date: _____					
Subject areas of certificate: _____					

The Diocese of Tucson and associated entities comply with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, color, sex, national origin, age, unfavorable discharge from military service, arrest record or mental or physical disability unrelated to ability to perform the duties of a position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified individuals. Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

EDUCATION:	Name and Location of School	# of years/credit hrs.	Degree Received
High School			
College			
Postgraduate			

Administrative Internship Yes No

Location: _____ Length: _____

EMPLOYMENT HISTORY – Please do not write “see resumé” or see “curriculum vitae.”

List all present and former employment within the last 10 years beginning with present or most recent position first. Attach additional pages if needed. Include all other names you have worked under if different than the name you are using on this application form. If reason for leaving was involuntary or failure or refusal to fulfill a teaching contract entered into with any school, provide specifics. You may attach a separate explanation if necessary.

Employer: _____ Phone: _____

Address: _____

Position held: _____

Annual salary: Start: _____ End: _____ Employed From: _____ To: _____

Reason for leaving: _____

Employer: _____ Phone: _____

Address: _____

Position held: _____

Annual salary: Start: _____ End: _____ Employed From: _____ To: _____

Reason for leaving: _____

Employer: _____ Phone: _____

Address: _____

Position held: _____

Annual salary: Start: _____ End: _____ Employed From: _____ To: _____

Reason for leaving: _____

PROFESSIONAL ACTIVITIES, HONORS & AWARDS, INTERESTS & ACHIEVEMENTS

List memberships in professional associations:

List academic honors and awards received:

List interests, achievements and significant life experiences outside education:

PLEASE WRITE (KEYBOARD OR TYPE) YOUR RESPONSES ON SEPARATE PAGES TO THE THREE QUESTIONS BELOW.

PLEASE LIMIT YOUR RESPONSES TO NO MORE THAN 450 WORDS FOR EACH QUESTION. ATTACH YOUR RESPONSES WHEN YOU RETURN THIS APPLICATION.

- 1. Why do you want to be an administrator in a Catholic School?**
- 2. What gifts of a Catholic School administrator will you bring to the position?**
- 3. What do you perceive as the responsibilities most challenging to you as a Catholic School administrator?**

How many years would you be willing to spend in Catholic School administration? _____

LANGUAGES OTHER THAN ENGLISH IN WHICH YOU ARE FLUENT

Language _____ Spoken Written Language _____ Spoken Written

REFERENCES

Copy and send the Reference Request Letter to the persons you list below.

Reference Request Letters have been sent to the following:

Name: _____

Title: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Title: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Title: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Title: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____



Diocese of Tucson

Department of Catholic Schools

PO Box 31 • (111 S. Church) Tucson, Arizona 85702 • (520)838-2547
FAX (520) 838-2589 • cathsch@diocesetucson.org

REFERENCE REQUEST

Applicant's Name: _____

Position Applying For: _____

Applicant's Signature: _____ **Date:** _____

Dear

I have applied for an administrative position in the Diocese of Tucson Catholic Schools. Would you provide your candid appraisal of my qualifications for this important position? Your reply will be kept confidential. I am grateful for your cooperation. Kindly send this completed reference request in the enclosed envelope to:

Department of Catholic Schools
Diocese of Tucson
P.O. Box 31
Tucson, AZ 85702

1. In what capacity have you known the applicant?

2. How long have you known the applicant? From: _____ To: _____

3. Specifically comment on the following with regard to the applicant:

(a) Commitment to Catholic Education:

(b) Catholic Lifesyle:

REFERENCE REQUEST LETTER – PAGE 2

(c) Catholic Role Model for Children:

(d) Personal Responsibility (punctuality, attendance, going “above and beyond the call of duty,” etc.):

(e) Leadership Qualities (ability to work with and through others to meet or exceed a goal, complete a project, etc.):

(f) Interpersonal Relationships (ability to work with and through others, deal with conflict and uncertainty, make others “look good,” etc.):

(g) Give three strengths of the applicant:

(h) Give three areas of growth you think the applicant needs to address:

4. Overall Recommendation: I recommend this applicant with enthusiasm reservations.

I do not recommend this applicant.

5. If you had a position available, would you hire this applicant? Yes No

Why/Why not?

6. If you have other comments you would like to make, please attach additional pages.

Print or type your name: _____ Position: _____

Address: _____ City: _____ State: _____ ZIP: _____

Day Phone: _____ Evening Phone: _____

e-mail address: _____ Signature: _____

IMPORTANT – THIS SECTION MUST BE COMPLETED

1. Has a civil or a criminal complaint ever been filed against you that alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints or allegations reported to management or supervisors at places of employment)?

Yes No

If yes, explain. 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. Do you presently serve, or have served, as a volunteer for any organization, entity or group in which you had substantial contact with children or vulnerable populations (such as elderly, mentally or emotionally disabled, etc.)

Yes No

If yes, provide the name and phone number of the organization, period of volunteer service, supervisor's name and briefly describe your activities and/or duties.

3. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action for reasons relating to allegations of sexual misconduct or child abuse by you.

Yes No

If yes, explain. Provide date, nature and place of the occurrence(s) or allegation(s) and the disposition of the matters. Provide name, address, phone of employer/supervisor at the time.

4. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?

Yes No

If yes, explain. Provide the crime for which you were convicted and the date and place of the conviction.

IMPORTANT

THIS SECTION MUST BE READ AND SIGNED

The information I have provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in the termination of my employment. I grant permission to check on my background and references and I release the Diocese of Tucson and my specific workplace from any and all resultant liability. If employed, I will abide by the Code of Conduct of the Diocese of Tucson and the policies and procedures of the Diocese of Tucson. Upon termination of my employment, I authorize the release of reference information by the Diocese of Tucson.

I understand that if employed by a Diocese of Tucson school that my employment will involve significant contact with children while performing my duties and that I am required to be fingerprinted and pass a background check and reference check before working with children.

If I am applying for a non-teaching position, I understand that acceptance of an offer of employment does not create a contractual obligation upon the Diocese of Tucson to continue to employ me in the future and that my employment is subject to "employment at will," which means my employment can be terminated at any time, with or without reason.

I will be required to furnish proof of identity and my ability to work legally in the U.S. once a conditional offer of employment has been made.

Signature: _____ Date: _____

THIS SECTION FOR OFFICIAL USE ONLY

The necessity of fingerprinting and passing a background check as a condition of seeking employment with the Diocese of Tucson has been explained to this applicant. This school understands that an offer of employment is contingent upon fingerprinting of the applicant, the applicant's passing of the background check and a check of references.

Signature of Pastor or Principal: _____

School: _____ Date: _____