

**OFFICE OF CATHOLIC SCHOOLS  
DIOCESE OF PALM BEACH**



**Administrator Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

\_\_\_\_\_  
*Maiden Name*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Work Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State ZIP Code*

Religion: \_\_\_\_\_ Church Attended Name and Address: \_\_\_\_\_

Pastor: \_\_\_\_\_

Date Available: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Desired Salary: \$ \_\_\_\_\_

Do you have a location preference within the Diocese? YES  NO  If yes, where? \_\_\_\_\_

Are you legally entitled to work in the United States? YES  NO

Have you ever worked for the Diocese of Palm Beach or any of its affiliated entities? YES  NO  If yes, when? \_\_\_\_\_

## Education/Professional Training

Elementary: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Date: \_\_\_\_\_

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

**Certification:** \_\_\_\_\_ State/Type: \_\_\_\_\_

Subject: \_\_\_\_\_ Cert. No.: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_

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Subject: \_\_\_\_\_ Cert. No.: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_

**Religious Education Courses:**

Area	Institution	No. of Hours	Date
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Area	Institution	No. of Hours	Date
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Area	Institution	No. of Hours	Date
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**Other Educational Experience:** Major workshops, seminars, internships, grants, summer programs participated in within the last 5 years (not normally part of a degree program)

Program/Area	Sponsor/Institution	Date	Cert. of Completion/Hrs. of Credit
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Program/Area	Sponsor/Institution	Date	Cert. of Completion/Hrs. of Credit
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**Educational Work Experience**

Teaching and Administrative Experience: List all educational employment below, starting with your most recent position.

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES NO

May we contact your previous supervisor for a reference?

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES NO

May we contact your previous supervisor for a reference?

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES NO

May we contact your previous supervisor for a reference?

Please identify any lapses of time when you were not working. Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Years of Full-Time Teaching Experience:

Elementary	High School	College

Total Years of Full-Time Administrator Experience:

Elementary	High School	College

**Other Work Experience**

List all non-education experience during the past five years, whether it has pertinence for a position in education. List the most recent first.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES NO

May we contact your previous supervisor for a reference?

\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES NO

May we contact your previous supervisor for a reference?

\_\_\_\_\_

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Duties Performed: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

## Personal Information

- |   |     |    |   |
|---|-----|----|---|
| <p>1. Has a criminal, civil or internal complaint to management or supervisors at places of employment ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of such activities?</p>  | Yes | No | If yes, please explain.   |
| <p>2. Have you ever had a teaching certificate denied, suspended, or revoked by any state, or is there any action pending against a certificate or application from another state?</p>  | Yes | No | If yes, please explain.   |
| <p>3. Have you ever failed or refused to fulfill an employment contract with any school?</p>  | Yes | No | If yes, please explain.   |
| <p>4. Have you ever been convicted, found guilty, or entered a plea of nolo contendere (no contest) to a crime, other than a traffic violation?</p>   | Yes | No | If yes, please explain.   |
| <p>5. Have you ever terminated any employment or volunteer service or chosen not to renew or continue any employment or volunteer service, or have you ever had employment/volunteer service terminated, or been subject to any disciplinary action against you for reasons relating to allegations of sexual misconduct or child abuse by you?</p> | Yes | No | If yes, please explain. Please include in your explanation the date, nature and place of the occurrence(s) or allegation(s); and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address, and telephone number. |
| <p>6. Have you ever been reprimanded, investigated, or dismissed from a position, educational or otherwise, for grounds that include or involve immoral conduct, unprofessional conduct, unethical conduct, harassment, including sexual harassment, unfitness for service, etc.?</p>   | Yes | No | If yes, please explain incident, and provide name of supervisor, telephone numbers, dates, etc.   |
| <p>7. Have you ever been a defendant in a civil action for an intentional tort, including but not limited to, assault, battery, false imprisonment, rape, etc.?</p>   | Yes | No | If yes, please explain.   |
| <p>8. Do you have any relative(s) employed by the Diocese of Palm Beach or any of its entities?</p>   | Yes | No | If yes, please indicate the name(s) or relative(s) and the entity at which he/she is employed:  |

9. If you are hired for the position for which you have applied, would you be in a supervisory relationship with any member of your family, household, or relative?

Yes      No      If yes, please indicate the name(s) and relationship.

10. Is there anything that will prevent you from performing the essential functions of the position for which you are applying with or without reasonable accommodation?

Yes      No      If yes, please explain.

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*Personal Comment*

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Please comment on the following questions in the space provided. Be prepared to expand on your responses during an interview.

1. Why are you interested in an administrator position in a school in the Diocese of Palm Beach?
2. How are you qualified to accept a leadership role in Catholic Education?
3. What strengths do you believe you will bring to this position?
4. What challenges will this position offer you?

5. What is your vision of Catholic education and how would you work to achieve this in a Catholic



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*Documents submitted with this application become the property of the Office of Catholic Schools and will not be returned.*

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STATEMENT: The Diocese of Palm Beach recruits, hires, and promotes on the basis of merit, competence, and qualifications without being influenced by race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, pregnancy, veteran status or political affiliation. The Diocese reserves the right to be the sole judge of merit, competence and qualifications and can favor Catholic applicants in all employment decisions based on religious preferences and other religious needs, criteria or policies. In addition, by applying for a position with the Diocese and accepting the position, you agree to conduct yourself in accordance with the teachings of the Catholic church as applied by the Bishop of the Diocese of Palm Beach.

STATEMENT: I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the Office of Catholic Schools to make any investigation of my background deemed necessary and to share all the information contained herein with any pastor or principal in the Diocesan school system who might be interested in considering me for a teaching position in said system.

I understand and agree that the Office of Catholic Schools or the schools of the Diocese of Palm Beach shall have the right at any time after my termination to furnish information to others regarding my employment.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

This application will be placed on file for consideration when vacancies occur. It should be complete and accurate in every detail. When your application has been found acceptable by the Office of Catholic Schools, a brief resume of your application information and credentials will be circulated to all school principals in the Diocese. Upon their request, your application and credentials will be made available to the principals who will contact you directly if they have an opening in your field of preparation and/or experience.

MAIL TO THE OFFICE OF CATHOLIC SCHOOLS, P. O. BOX 109650, PALM BEACH GARDENS, FL 33410-9650:

1. Application
2. Official copy of all college transcripts
3. Three current references will be requested by Office of Catholic Schools, based on information given in this application

APPLICATION, TRANSCRIPTS AND REFERENCES ARE REQUIRED TO ACTIVATE YOUR FILE.

Note: Applications are maintained on file for one year.