



Diocese of Arlington
“Encourage and Teach with Patience”

Office of Catholic Schools
200 N. Glebe Road, Suite 503
Arlington, VA 22203
703-841-2519

Dear Applicant:

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

The following documents are attached:

- Application for Administrator
- Addendum to Application
- Professional Reference Form (3 are required)
- Clergy/Pastor Reference Form
- Witness Statement

Applicant sends:

- Cover letter
- Resume
- Application for Administrator
- Addendum to Application
- Copy of all professional licenses (including Catechist Certification, if applicable)
- Witness Statement

Please have forwarded:

- University/College Transcripts
- Three Professional Reference Forms
- Pastor/Clergy Reference Form

Send all of the above to:

Personnel Department
Office of Catholic Schools
Diocese of Arlington
200 N. Glebe Road, Suite 503
Arlington, VA 22203

When all the required information is received, your name will be placed on the active list of principal applicants. As vacancies occur, your application will be forwarded to that particular site. All schools conduct their individual principal search with assistance from the Office of Catholic Schools. Attached for your review is the principal's job description. If you have any questions, please contact us at 703-841-2519.