



Office of Catholic Schools
200 North Glebe Road, Suite 503
Arlington, VA 22203
703-841-2519
<http://www.arlingtondiocese.org>

Diocese of Arlington
"Encourage and Teach with Patience"

Application for Employment as an Administrator in a Diocesan Catholic School

Last Name First Middle Home Phone

Street Address City, State, Zip Cell Phone

Are you over 18 years of age? Yes No _____
E-Mail Address

Are you Catholic? Yes No

Have you ever been ordained? Yes No

Have you ever been a member of a religious order? Yes No If you left, please indicate the reason:

Are you legally eligible for employment in the United States? Yes No
If offered employment, you will be required to provide documentation to verify eligibility.

Have you ever been convicted of a crime other than a minor traffic offense or unlawful marijuana possession (including while in Military Service)? Yes No

Are you under contract now? Yes No

Were you previously employed by the Diocese of Arlington in any Catholic parish, school or other agency?
Yes No

If yes, list positions and dates of employment:

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) _____

Professional References. (One must be from your most recent employer or from a supervising professor.)

Name Title Phone Employer

Name Title Phone Employer

Name Title Phone Employer

Education History

Colleges

Name and Location of School	Credits	Degrees
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Postgraduate Schools

Please indicate your undergraduate area of concentration _____

Please indicate your graduate area of concentration _____

Have you taken and passed any of the following?

Praxis I Test Yes No
VCLA Test Yes No
SLLA Yes No

Praxis II Test Yes No
RVE Test Yes No

I hold a valid teaching certificate or professional license. Yes No
Provisional Permanent

Areas of certification _____

Certifying agency/institution State _____ Exp. Date _____

I have Catechist Certification in the Arlington Diocese. Yes No

Level _____

I have Catechist Certification from the Diocese of _____
(please indicate)

Teaching / Administrative Experience

Please list the last two teaching/administrative positions you have held. Begin with the most recent position. .

School Principal

Address Employed From: To:

Phone Position

Reason for Leaving

School Principal

Address Employed From: To:

Phone Position

Reason for Leaving

Other Employment

Please list the last two non-teaching positions you have held. Begin with the most recent.

Position

Supervisor

Organization

Employed From: To:

Location

Phone

Reason for Leaving

Position

Supervisor

Organization

Employed From: To:

Location

Phone

Reason for Leaving

The Catholic Diocese of Arlington provides equal employment opportunity to all qualified applicants without regard to race, color, national origin, citizenship, sex, age, disability, handicap, religion, or other classification protected by law. The Diocese reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees may be prohibited from performing, teaching or advocating any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

I hereby certify that the information I have supplied in the application process is true and complete to the best of my knowledge and understand that falsified statements of any kind, misrepresentations, and/or omissions of fact may result in the rejection of my consideration for employment or may be considered sufficient basis for disciplinary action, up to and including dismissal, from subsequent employment. I, therefore, authorize the investigation of all statements supplied in the application process and to discuss the results of such with those responsible for hiring. I release from liability such former employers or other persons contacted and providing information. In addition, I hereby release the Diocese from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that nothing in the application process is intended to create a contract between the Catholic Diocese of Arlington and myself for employment or for any other benefits. I understand that should an employment offer be extended to me, it will not be binding unless made in writing by an authorized representative of the Diocese. If an authorized offer is accepted, I will fully adhere to the policies, rules, and regulations of employment of the Diocese. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the application and interview process shall be deemed to constitute the terms of an employment contract (actual or implied).

Signature _____

Date _____

Revised 2021