



CATHOLIC SCHOOLS OF THE DIOCESE OF ARLINGTON

PROCEDURES FOR APPLICATION

Thank you for your interest in employment as a Head of School in the Diocese of Arlington's Catholic Schools. We appreciate your concern for the Church's educational mission and assure you of our interest in you and the contribution you can make to Catholic education.

For your convenience this cover sheet is attached to the application to inform you of relevant Diocesan policies and to provide you with a checklist to assist you in the application process. Kindly follow the instructions listed below and forward all documents either by email to catholicschools@arlingtondiocese.org or mail to:

Diocese of Arlington
Office of Catholic Schools
200 North Glebe Road, Suite 503
Arlington, VA 22203

- 1. Include a cover letter stating why you would like to work for a Catholic school in the Diocese of Arlington.
- 2. Include an updated resume or curriculum vitae.
- 3. Complete the attached head of school application.
- 4. Complete the attached head of school application addendum.
- 5. Request official transcripts be sent from your colleges to the Office of Catholic Schools.
- 6. Send a copy of your current teaching license. (Virginia or out of state)
- 7. Request a reference from your pastor on the attached form.
- 8. Request three professional references (one from your most recent employer) using the attached form.
- 9. Include a signed copy of the Witness Statement.

When all of the above materials have been received by the Office of Catholic Schools, your file will be forwarded to the Head of School Search Committee.

The Office of Catholic Schools can in no way guarantee you a position. Thank you for your interest in Catholic education in the Diocese of Arlington. Please contact the Office of Catholic Schools if you have any questions about the application process.

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200 North Glebe Road, Suite 503
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703-841-2519

www.arlingtondiocese.org

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