



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 by email to [catholicschools@arlingtondiocese.org](mailto:catholicschools@arlingtondiocese.org) or mail to:

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

When all the required information is received, your file will be forwarded to the Principal Search Committee. Attached for your review is the principal's job description. If you have any questions, please contact us at 703-841-2519.