

DIOCESE OF GALLUP OFFICE OF CATHOLIC SCHOOLS

P.O. Box 1338 Gallup, New Mexico 87305

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SCHOOL ADMINISTRATOR APPLICATION

Complete this application form and return it to the Search Committee and the address given above. Keep a copy for your files.

The Diocese of Gallup Catholic Schools considers applicants for all positions without regard to race, color, gender, national origin, age, disability, marital, or veteran status. All candidates for an administrative position are required to have a clear criminal record summary through the Diocese of Gallup.

APPLICATION INSTRUCTIONS: A copy of this application will be forwarded to the locations you identify in this application.

- You must fully and accurately complete the *School Administrator Application*. Incomplete applications will not be considered. Resumes may not substitute for any part of the application. Add additional pages as needed.
- The minimum requirements for an administrative position are as follows: The applicant must:
 - Be an active and practicing Roman Catholic whose lifestyle, personal time activities, and professional conduct are in accord with the teaching precepts of the Catholic Church
 - Agree (although the hours outside of work belong to the applicant and may be used for recreation and work) nevertheless, to not engage in any activities or occupations that are detrimental, clearly prejudicial, or against the teaching or precepts of the Catholic Church
 - Be committed to the ministry, philosophy, and goals of Catholic school education
 - Possess a BA or BS degree from an accredited college or university
 - Have a minimum of four (4) years of successful teaching and/or administrative experience
 - Hold a current New Mexico or Arizona credential or a predetermined plan to obtain a credential
- All *School Administrator Applications* are considered inactive after one year.
- If you are hired, the following must be submitted **BEFORE STARTING WORK**:
 - A clear criminal record from the DOJ and FBI
 - Proof of citizenship or immigration status to verify your lawful right to work in the U.S. (I-9 form);
 - A signed copy of the Safe Environment "Code of Ethics"
 - Official copies of your undergraduate and post-graduate education sent directly to the Diocese of Gallup Office of Catholic Schools by an accredited institute of higher education; and
 - Your official and active teaching and administrative credentials to the school office for copying.

A. GENERAL APPLICANT INFORMATION

Full Name			
Home Address			
City, State, Zip			
Home Phone	()	Social Security #	
Email Address		Religion	
Date Available to Start			
<i>If Applicable</i> , Name of Religious Community		Address, City, State, Zip	

POSITION PREFERENCES	
Employment Status	<input type="checkbox"/> Principal <input type="checkbox"/> Principal/Teacher <input type="checkbox"/> Other:
Grade Levels	<input type="checkbox"/> K-8 <input type="checkbox"/> 9-12
School Population	<input type="checkbox"/> Small School <input type="checkbox"/> Large Size <input type="checkbox"/> Any Size
Salary Range Desired	Between \$ _____ and \$ _____ per year
Location of Position (School, City, or County)	

COMPLETE THE FOLLOWING	YES	NO
Do you have knowledge of Catholic doctrine and moral precepts and are you willing and qualified to guide the religious formation of teachers and students in a Catholic school?		

COMPLETE THE FOLLOWING		YES	NO
Have you ever left a teaching or administrative position at any time other than the end of the school year?			
Have you previously been employed by the Diocese of Gallup?			
If YES, when	From: / / To: / / Location		
Have you previously been employed by another Catholic diocese or private/religious school?			
After employment, can you submit verification of your legal right to work in the United States?			
Has your teaching or administrative credential ever been suspended or revoked?			
Can you perform the essential functions of the principal position with or without reasonable accommodation? (<i>job description available upon request</i>)			
Have you ever been convicted of any crime other than a minor traffic violation?			
If YES, describe and give date and location			
<p>A conviction may be relevant if it is job related, but will not necessarily disqualify an applicant from employment. At your sole discretion, you may <u>attach</u> additional information to explain the circumstances of your above answers.</p>			

B. TEACHING/ADMINISTRATIVE EXPERIENCE AND COURSE WORK

Total Years of FULL TIME (75%+) Teaching Experience	
Total Years of FULL TIME (75%+) Administrative Experience	
Number of Graduate Level Semester Units Beyond BS or BA	
Number of Graduate Semester Units in School Administration	

One quarter unit equals 2/3 of a semester unit.

C. CREDENTIAL STATUS

	Type	Expires	Subject
NM or AZ Credentials			
Other Credentials			
Do you possess an active Catechist Certificate?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, from what diocese/archdiocese?		Expiration Date:	
Have you passed the New Mexico Basic Education Skills Test (NMTA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO

Attach to your application a copy of all your current certificates/ credentials. If you have passed NMTA, attach a copy of your passing report. If hired, you must provide your official Credential to the school office for copying.

D. COLLEGE OR UNIVERSITY EDUCATION

Name & Location of Each Accredited Institution	Degree Earned	Major and Minor

Attach to your application a copy of all your college or university transcripts. Please black out your date of birth on transcripts submitted before hire. If hired, you will be required to request official transcripts to be sent to the Diocese of Gallup Office of Catholic Schools.

E. RESUME & STATEMENT OF INTENT: Please attach to this application your resume and your response in essay form to the following question: Why do you want to be an administrator in a Catholic school?

F. WORK HISTORY: List Most Recent Employers First

Employer/Company			
Type of Business			
Business Address			
City, State, Zip			
Immediate Supervisor (Pastor or Principal, if a school)			
Company Phone ()	Dates of Employment	From: / /	To: / /
Position Title			
Reason for Leaving			
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If NO, why not?			
If a Teaching Position, complete the following:			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
Grades Taught	<input type="checkbox"/> K-2	<input type="checkbox"/> 3-5	<input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> College
Subject Areas			
Extracurricular Areas			
If a School Administrative Position, complete the following:			
Title/Task			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time (% of day engaged in administration = %)	

Employer/Company			
Type of Business			
Business Address			
City, State, Zip			
Immediate Supervisor (Pastor or Principal, if a school)			
Company Phone ()	Dates of Employment	From: / /	To: / /
Position Title			
Reason for Leaving			
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If NO, why not?			
If a Teaching Position, complete the following:			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
Grades Taught	<input type="checkbox"/> K-2	<input type="checkbox"/> 3-5	<input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> College
Subject Areas			
Extracurricular Areas			
If a School Administrative Position, complete the following:			
Title/Task			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time (% of day engaged in administration = %)	

Employer/Company			
Type of Business			
Business Address			
City, State, Zip			
Immediate Supervisor (Pastor or Principal, if a school)			

Company Phone	()	Dates of Employment	From: / / To: / /
Position Title			
Reason for Leaving			
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If NO, why not?			
If a Teaching Position, complete the following:			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
Grades Taught	<input type="checkbox"/> K-2	<input type="checkbox"/> 3-5	<input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> College
Subject Areas			
Extracurricular Areas			
If a School Administrative Position, complete the following:			
Title/Task			
Position Status	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time (% of day engaged in administration = %)	

Attach any other employment information that is relevant to your application for employment as a principal.

G. REFERENCES: Please list 3 persons* who may be contacted as professional references and who possess first-person knowledge of your character, teaching ability, and scholarship.

Name & Title	Address	City, State, Zip	Phone

*If you have taught, one of your references must be your last principal. If you were a school administrator in a Catholic school, one of your references must be the school's pastor.

H. LETTERS OF RECOMMENDATION: In addition to the three references given above, please submit, as soon as possible, the following three letters of recommendation from: (1) Your current or last employer; (2) A professional colleague; and (3) Your pastor attesting to your commitment to your faith.

PLEASE READ CAREFULLY AND SIGN

I authorize the Bishop of the Roman Catholic Diocese of Gallup and the Diocese of Gallup Office of Catholic Schools, or their designees, hereafter "Diocese," to communicate with persons listed as references, former employers, and any others with whom the Diocese desires to check. I agree to hold such persons harmless with respect to any information they may give about me.

If employed, I agree to engage in no outside activity that would involve a material conflict of interest with or could reflect adversely on the Diocese. I understand this decision to rest with the Diocese.

I understand that the Diocese may change the terms and conditions of my employment with or without notice. I understand that no representative of the Diocese, other than the Bishop, Superintendent of Catholic Schools, Pastor, Rector, or Board of Trustees has the authority to enter into any contract or agreement and then only if the commitment is a signed written agreement.

In consideration of my employment, if I am employed, I agree to conform to the employment policies of the Diocese. I understand that the completion of this *School Administrator Application* does not guarantee that I have been or will be employed by the Diocese.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception or false statement made in this application for employment may result in my not being considered for employment, and if not discovered by the Diocese until after my becoming employed, are grounds for, and may result in, my immediate termination.

Signed _____

Date _____

ATTACHMENTS TO THIS APPLICATION

To consider your application file complete, attach the following items to your application form.
Please check off those items that apply to your application.

CREDENTIALS and CERTIFICATES (Required if applicable).....Item C., Page 2

- I have attached a copy of all my current and active teaching and administrative credentials.
- I do not possess a current teaching and administrative credentials or certificates at this time.
- I have attached a copy of my active Catechist Certificate.
- I do not possess an active Catechist Certificate at this time.

PASSING NMTA SCORE (Required if applicable).....Item C., Page 2

- I have attached a copy of my NMTA passing score report.
- I do not have a NMTA passing score report at this time.

COLLEGE/UNIVERSITY TRANSCRIPTS (Required).....Item D., Page 2

- I have attached a copy of all my college/university transcripts: Unofficial copies are sufficient for your application. At least one of your transcripts needs to indicate that you have been awarded a bachelor’s degree. If you are hired, please request that official transcripts of your college/university studies be sent to the Diocese of Gallup, Office of Catholic Schools.

RESUME (Optional)Item E., Page 2

- I have attached my resume.
- I have not attached my resume.

STATEMENT OF INTENT (Required).....Item E., Page 2

- I have attached my Statement of Intent: an essay response to the following question: “Why do you want to be an administrator in a Catholic school?”

LETTERS OF REFERENCE FROM THE FOLLOWING THREE PERSONS (Required).....Item G., Page 4

- I have attached a letter from my current or last employer.
- I have attached a letter from a professional colleague.
- I have attached a letter from my pastor or minister attesting to my commitment to my faith. If you are not an active member of a parish or church and are unable to obtain a letter from your pastor or minister, include an explanation of your situation.

Thank you for applying for a principal position in the Catholic schools of the Diocese of Gallup. We are always looking for principals eager to touch the hearts and minds of our students.

FOR OFFICE USE ONLY

Date Application Received		Date Application is Complete	
Application Transmitted to School Search Committee			
School	Date	School	Date