

## **Diocese of Springfield - Catholic Schools**

65 Elliot Street, Post Office Box 1730, Springfield, MA 01102-1730

413-452-0831 / FAX: 413-452-0555

## Personnel Application Form Administration

|   |   |                |                         |                     |                           | Date                  |  |
|---|---|----------------|-------------------------|---------------------|---------------------------|-----------------------|--|
| Name  |   |                |                         |                     |                           |                       |  |
|   | Last  | First          | Middle                  | other names by v    | vhich you have been known |                       |  |
| _   |   |                |                         |                     |                           |                       |  |
| Present   | Address Number & Stree  | of .           | City                    | State               | Zip Code                  | Apt #                 |  |
|   | Number & Street   | 51.            | Oity                    | Otate               | Zip Gode                  | <i>А</i> рг #         |  |
| Telephor  | ne  |                | At present add          | dress until         |                           |                       |  |
|   |   |                |                         |                     |                           |                       |  |
| Permane   | ent address   |                |                         |                     |                           |                       |  |
| (if diffe   |   | et             | City                    | State               | Zip Code                  | Apt. #                |  |
|   |   |                |                         |                     |                           |                       |  |
| Telephor  | ne (Home)   | Telephone (0   | Cell)                   |                     |                           |                       |  |
|   |   |                |                         |                     |                           |                       |  |
| E-mail A  | ddress  |                |                         |                     |                           |                       |  |
| Lillali A   | udicas  |                |                         |                     |                           |                       |  |
| Are you   | eligible for employment in the  | United States? | Yes No                  |                     |                           |                       |  |
| Alc you   | engible for employment in the   | Offica Otates: | 103                     |                     |                           |                       |  |
|   |   |                |                         |                     |                           |                       |  |
| Religion  |   |                | Home Parish             |                     |                           |                       |  |
|   |   |                |                         | Name                | City                      |                       |  |
|   |   |                |                         |                     |                           |                       |  |
| POSITIO   | N(S) DESIRED:   |                |                         |                     |                           |                       |  |
|   | ,   |                |                         |                     |                           |                       |  |
| EI  | ementary Principal  | Secondary P    | rincipal                | Assistant Principal | Catholic                  | Schools Office        |  |
|   |   |                |                         |                     |                           |                       |  |
|   |   |                |                         |                     |                           |                       |  |
| O   |   | Ed             | ducational Certific     |                     |                           | F : :: B :            |  |
| State   | Level   | 1              | Subject Area            | <u>C</u>            | ertificate Number         | Expiration Date       |  |
|   |   |                |                         |                     |                           |                       |  |
|   |   |                |                         |                     |                           |                       |  |
|   |   |                |                         |                     |                           |                       |  |
|   |   |                |                         |                     |                           |                       |  |
|   |   |                |                         |                     |                           |                       |  |
| AVAILABLE FOR EMPLOYMENT IN THE FOLLOWING SCHOOL(S):  |   |                |                         |                     |                           |                       |  |
|   |   | <u> </u>       |                         |                     | 7                         |                       |  |
| Ad  | dams – St. Stanislaus Kostka  | Ho             | lyoke – Blessed Sacran  | nent                | Springfield – St. Mic     | hael's Academy        |  |
|   |   | —              |                         |                     | 7                         |                       |  |
| Αį  | gawam – St. John the Evange   | elist Ho       | lyoke – Mater Dolorosa  |                     | West Springfield – S      | t. Thomas the Apostle |  |
|   |   |                |                         |                     |                           |                       |  |
| CI  | nicopee – St. Joan of Arc   | Le             | e – St. Mary's          |                     | Westfield – St. Mary      | 's Parish Elementary  |  |
|   |   |                |                         |                     |                           |                       |  |
| Chicopee – St. Stanislaus Longmeadow – St. Mary's Academy Westfield – St. Mary's Parish Secondary |   |                |                         |                     |                           | 's Parish Secondary   |  |
|   |   |                |                         |                     |                           |                       |  |
| Da  | alton – St. Agnes Academy   | Lu             | dlow – St. John the Bap | tist                |                           |                       |  |
|   |   |                |                         |                     |                           |                       |  |
| Ea  | Easthampton – Our Lady's Child Care South Hadley – Academy of the Little Flower |                |                         |                     |                           |                       |  |
|   |   |                |                         |                     |                           |                       |  |

Please have copies of all college transcripts, educational certifications, Parish Reference Form, 3 letters of reference, and résumé sent to the Schools Office to complete this application.

PRIOR TO EMPLOYMENT START DATE: C.O.R.I. Request Form completed through the Office of Safe Environment and Victim Assistance. Fingerprint-based background record check through the Massachusetts SAFIS Program (completed through IdentoGo).

| Educational and Professional Training |                     |          |       |                |    |            |         |
|---------------------------------------|---------------------|----------|-------|----------------|----|------------|---------|
|                                       |                     | Location |       | Dates Attended |    | Graduation |         |
|                                       | Name of Institution | City     | State | From           | То | Date       | Degree  |
| Elementary                            |                     |          |       |                |    |            | XXXXXXX |
| Secondary                             |                     |          |       |                |    |            | XXXXXXX |
|                                       |                     |          |       |                |    |            | XXXXXXX |
| College/University (Undergraduate)    |                     |          |       |                |    |            |         |
| (Undergraduate)                       |                     |          |       |                |    |            |         |
|                                       |                     |          |       |                |    |            |         |
| College/University                    |                     |          |       |                |    |            |         |
| (Graduate)                            |                     |          |       |                |    |            |         |
|                                       |                     |          |       |                |    |            |         |

| Teaching/Administrative Experience |          |       |          |         |                      |        |                    |
|------------------------------------|----------|-------|----------|---------|----------------------|--------|--------------------|
|                                    | Location | 1     | Inclusiv | e Dates |                      |        |                    |
| Name of School                     | City     | State | From     | То      | Grade/Subject Taught | Salary | Reason for Leaving |
|                                    |          |       |          |         |                      |        |                    |
|                                    |          |       |          |         |                      |        |                    |
|                                    |          |       |          |         |                      |        |                    |
|                                    |          |       |          |         |                      |        |                    |
|                                    |          |       |          |         |                      |        |                    |
|                                    |          |       |          |         |                      |        |                    |
|                                    |          |       |          |         |                      | •      |                    |
|                                    |          |       |          |         |                      |        |                    |
|                                    |          |       |          |         |                      |        |                    |

| Volunteer/Work Experience Other Than Teaching/Administration List in chronological order all job experience other than teaching/administration, whether full or part time. |              |                 |    |        |                    |  |
|--|--------------|-----------------|----|--------|--------------------|--|
|  |              | Inclusive Dates |    |        |                    |  |
| Name and Address of Employer   | Kind of Work | From            | То | Salary | Reason for Leaving |  |
|  |              |                 |    |        |                    |  |
|  |              |                 |    |        |                    |  |
|  |              |                 |    |        |                    |  |
|  |              |                 |    |        |                    |  |
|  |              |                 |    |        |                    |  |
|  |              |                 |    |        |                    |  |
|  |              |                 |    |        |                    |  |

## References

Submit three letters of reference to accompany your application. One letter should be from your present principal. Religious should also submit a letter from their Major Superior.

## Personal/Professional Competencies

| Briefly state your views on the value of Catholic education.  |
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|   |
| What would be your priorities as principal in a Catholic school?  |
|   |
|   |
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|   |
|   |
| What particular personal characteristics or attributes do you bring to the position for which you are applying? |
| What particular personal characteristics of attributes do you bring to the position for which you are applying: |
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|   |

<u>Unemployment Insurance and Paid Family Medical Leave</u>. The Commonwealth of Massachusetts provides an exemption from unemployment compensation for employees who are in the employ of a church or organization which is operated primarily for religious purposes and is supported by a church or association of churches. The Diocese of Springfield does not participate in either of these programs.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

AGREEMENT: I certify that the information on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

In addition, all employees of the Diocese of Springfield are required to comply with a 'Code of Conduct' policy which includes a criminal records check (CORI) and also includes the stipulation that "whenever, by public example, an employee engages in or espouses conduct which contravenes the doctrine and teaching of the Church, such employee may, at the sole discretion of the Roman Catholic Bishop of Springfield, be subject to disciplinary action up to and including dismissal".

Note: We expect administrators to maintain high ethical and professional standards and to work in collaboration with the pastor and diocesan superintendent.

| superintendent.                            |   |
|--|---|
| Are we free to contact your references and | nose under whom you have worked or are now working?   |
| If hired, when can you begin work?         |   |
| , , , ,                                    | field Diocesan Schools Office to duplicate my application and accompanying records and to provide these t<br>ive employers within the Diocese of Springfield. |
| Date                                       | Signature   |
| Thank you                                  | or completing this application form and for your interest in Catholic schools.  |

| Diocesan Catholic Schools Office Use Only |         |             |      |               |  |  |
|---|---------|-------------|------|---------------|--|--|
| Candidate                                 | Date    | Interviewed | CORI | Fingerprinted |  |  |
| Date E                                    | mployed |             |      |               |  |  |
| From                                      | То      | School      |      | Position      |  |  |
|   |         |             |      |               |  |  |
|   |         |             |      |               |  |  |
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