



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 which you have been known

Present address _____
Number & Street City State Zip Code Apt #

Telephone _____
At present address until

Permanent address _____
(if different) Number & Street City State Zip Code Apt #

Telephone (Home) _____ Telephone (Cell) _____

E-mail Address _____

Are you eligible for employment in the United States? Yes No

Religion _____ Home Parish _____
Name City

POSITION(S) DESIRED:

Elementary Principal Secondary Principal Assistant Principal Catholic Schools Office

Educational Certificate(s) Held				
State	Level	Subject Area	Certificate Number	Expiration Date

AVAILABLE FOR EMPLOYMENT IN THE FOLLOWING SCHOOL(S):

- | | | |
|--|--|--|
| <input type="checkbox"/> Adams – St. Stanislaus Kostka | <input type="checkbox"/> Holyoke – Blessed Sacrament | <input type="checkbox"/> Springfield – St. Michael's Academy |
| <input type="checkbox"/> Agawam – St. John the Evangelist | <input type="checkbox"/> Holyoke – Mater Dolorosa | <input type="checkbox"/> West Springfield – St. Thomas the Apostle |
| <input type="checkbox"/> Chicopee – St. Joan of Arc | <input type="checkbox"/> Lee – St. Mary's | <input type="checkbox"/> Westfield – St. Mary's Parish Elementary |
| <input type="checkbox"/> Chicopee – St. Stanislaus | <input type="checkbox"/> Longmeadow – St. Mary's Academy | <input type="checkbox"/> Westfield – St. Mary's Parish Secondary |
| <input type="checkbox"/> Dalton – St. Agnes Academy | <input type="checkbox"/> Ludlow – St. John the Baptist | |
| <input type="checkbox"/> Easthampton – Our Lady's Child Care | <input type="checkbox"/> 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

	Name of Institution	Location		Dates Attended		Graduation Date	Degree
		City	State	From	To		
Elementary							XXXXXXXX
Secondary							XXXXXXXX
							XXXXXXXX
College/University (Undergraduate)							
College/University (Graduate)							

Teaching/Administrative Experience

Name of School	Location		Inclusive Dates		Grade/Subject Taught	Salary	Reason for Leaving
	City	State	From	To			

Volunteer/Work Experience Other Than Teaching/Administration

List in chronological order all job experience other than teaching/administration, whether full or part time.

Name and Address of Employer	Kind of Work	Inclusive Dates		Salary	Reason for Leaving
		From	To		

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.

What would be your priorities as principal in a Catholic school?

What particular personal characteristics or attributes do you bring to the position for which you are applying?

