



Office of Catholic Schools  
200 North Glebe Road, Suite 503  
Arlington, VA 22203  
703-841-2519  
<http://www.arlingtondiocese.org>

**Diocese of Arlington**  
"Encourage and Teach with Patience"

Application for Employment as Head of School in a Diocesan Catholic School

\_\_\_\_\_  
Last Name                      First                      Middle                      Home Phone

\_\_\_\_\_  
Street Address                      City, State, Zip                      Cell Phone

Are you over 18 years of age? Yes  No  \_\_\_\_\_  
E-Mail Address

Are you Catholic? Yes  No

Have you ever been ordained? Yes  No

Have you ever been a member of a religious order? Yes  No  If you left, please indicate the reason:  
\_\_\_\_\_

Are you legally eligible for employment in the United States? Yes  No   
If offered employment, you will be required to provide documentation to verify eligibility.

Have you ever been convicted of a crime other than a minor traffic offense or unlawful marijuana possession (including while in Military Service)? Yes  No

Are you under contract now? Yes  No

Were you previously employed by the Diocese of Arlington in any Catholic parish, school or other agency?  
Yes  No

If yes, list positions and dates of employment:  
\_\_\_\_\_

List three personal references you have known three years or more (not former employers).

1. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (W) \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (W) \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (W) \_\_\_\_\_

Professional References. (One must be from your most recent employer or from a supervising professor.)

\_\_\_\_\_  
Name Title Phone Employer

\_\_\_\_\_  
Name Title Phone Employer

\_\_\_\_\_  
Name Title Phone Employer

**Education History**

Colleges

Name and Location of School Credits Degrees

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postgraduate Schools

\_\_\_\_\_

\_\_\_\_\_

Please indicate your undergraduate area of concentration \_\_\_\_\_

Please indicate your graduate area of concentration \_\_\_\_\_



## Other Employment

Please list the last two non-teaching positions you have held. Begin with the most recent.

\_\_\_\_\_  
Position

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Employed From: To:

\_\_\_\_\_  
Location

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Position

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Employed From: To:

\_\_\_\_\_  
Location

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Reason for Leaving

The Catholic Diocese of Arlington provides equal employment opportunity to all qualified applicants without regard to race, color, national origin, citizenship, sex, age, disability, handicap, religion, or other classification protected by law. The Diocese reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees may be prohibited from performing, teaching or advocating any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

I hereby certify that the information I have supplied in the application process is true and complete to the best of my knowledge and understand that falsified statements of any kind, misrepresentations, and/or omissions of fact may result in the rejection of my consideration for employment or may be considered sufficient basis for disciplinary action, up to and including dismissal, from subsequent employment. I, therefore, authorize the investigation of all statements supplied in the application process and to discuss the results of such with those responsible for hiring. I release from liability such former employers or other persons contacted and providing information. In addition, I hereby release the Diocese from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that nothing in the application process is intended to create a contract between the Catholic Diocese of Arlington and myself for employment or for any other benefits. I understand that should an employment offer be extended to me, it will not be binding unless made in writing by an authorized representative of the Diocese. If an authorized offer is accepted, I will fully adhere to the policies, rules, and regulations of employment of the Diocese. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the application and interview process shall be deemed to constitute the terms of an employment contract (actual or implied).

Signature \_\_\_\_\_

Date \_\_\_\_\_

Revised 2021