



THE ARCHDIOCESE OF SAN FRANCISCO

DEPARTMENT OF CATHOLIC SCHOOLS
ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602
(415) 614-5660, FAX (415) 614-5664

Dear Candidate:

Thank you for your interest in becoming a principal in the schools of the Archdiocese of San Francisco. The staff of the Department of Catholic Schools looks forward to assisting you in locating a position that suits your talents, interests and experience. We anticipate working with you as you strive to make a positive contribution to our mission of providing quality Catholic education for our students.

Qualifications:

1. A practicing Roman Catholic
2. A valid teaching credential from California or another state
3. A Master's degree in an educational field related to elementary education or a California administrative credential obtained through coursework
4. Five years successful administrative experience at the K-8 level (at least three in Catholic schools)

Application and Interview:

Applicants must complete an application and establish a personnel file with the Department of Catholic Schools.

Salary:

Salary will be determined according to Archdiocesan guidelines based upon experience as a teacher or administrator and graduate education. Medical, dental and retirement benefits are included.

Please return the requested material to:

Mr. Bret E. Allen, Associate Superintendent
Department of Catholic Schools
Archdiocese of San Francisco
One Peter Yorke Way
San Francisco, CA 94109-6602

Please direct any questions or concerns to my assistant:

Mrs. 'Ofa Po'oi (415) 614-5668

To establish a file with the Department of Catholic Schools the following must be submitted:

1. Completed Application
2. Résumé
3. Official transcript(s) of college and university work. If transcripts are from foreign colleges or universities they must be reviewed by the Credentials Evaluation Service (a form will be mailed to you).
4. Verification of current valid credential(s). If you do not possess a current valid California credential, California state law requires that you undergo a criminal records check. Clearance is a condition of hire.
5. Verification of advanced college degrees
6. Verification of teaching/administrative experience (form enclosed)
7. Two professional reference letters and one personal character reference letter
8. \$25.00 non-refundable processing fee payable to the "Department of Catholic Schools"
9. T.B. clearance verification
10. Interview at the Department of Catholic Schools when the above are completed

Files are retained for two years from date of application.



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PRINCIPAL APPLICATION FORM

PERSONAL INFORMATION:

First Name	Last Name	Middle Name
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Street Address	City	Zip
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Day Phone	Evening Phone	EMAIL
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Social Security Number	Religion	Parish	Pastor
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Are you a member of a Religious Order? _____ If yes, please specify: _____

EDUCATION:

College or University Education:

Institution	Location	Major/Subject	Dates Attended	Graduation Date/Degree
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Graduate Work:

Institution	Location	Major/Subject	Dates Attended	Graduation Date/Degree
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Graduate Units Beyond BA or BS Degree: _____

Credential:

Type	Issuing State	File#	Date Issued	Expiration
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ARCHDIOCESAN STATEMENT OF NON-DISCRIMINATION

The Archdiocese of San Francisco adheres to the following policy:

“All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin.” (Administrative Handbook #4111.4)

CERTIFICATION

I hereby certify that the information presented in this application form is true and complete. I understand that any false statements shall be sufficient cause for disqualification or, if hired, dismissal. My permission is given for contact to be made with references and employers listed herein.

Signature

Date



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REFERENCE CHECK

Applicant Name: _____

Dates you have known the applicant: _____

Your relationship to the applicant: _____

Do you know of any reason why this person should not be a principal? Yes/No

If Yes, please explain: _____

Applicant's job title:

What were the applicant's duties and responsibilities?

What were the applicant's demonstrated areas of strength? Give a specific example.

What opportunities for improvement did you see in this candidate?

Please describe the applicant's interpersonal relationships with his/her superiors. Subordinates? Peers?

Please comment on his/her:

- Ability to handle ordinary stresses of the job
- Quality of work
- Organizational skills
- Communication and rapport
- Reliability

Would you have any hesitancy in having this individual work with children or young people?

Would you rehire the applicant? Yes/No
If no, please explain:

Signature

Date

Position/Title

*Please complete and return this form directly to:
Bret E. Allen, Associate Superintendent
Department of Catholic Schools
One Peter Yorke Way
San Francisco, Ca 94109-6602*



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CHARACTER REFERENCE CHECK

Applicant Name: _____

Dates you have known the applicant: _____

Your relationship to the applicant: _____

Do you know of any reason why this person should not be a principal? Yes/No

If Yes, please explain: _____

Please discuss the applicant's areas of strength and possible areas for growth.

Please comment on his/her:

- Self-Confidence

- Integrity

- Dependability

- Flexibility

Would you have any hesitancy in having this individual work with children or young people?

Signature

Date

Position/Title

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VERIFICATION OF PUBLIC, PRIVATE OR CATHOLIC SCHOOL TEACHING EXPERIENCE

This certifies that _____ was employed during the
(Name) (Social Security Number)
periods stated below:

Please list service for each school year separately.
Duplicate this form for each diocese/school district.

Name of School and Address	Classification: i.e./ Regular or Long Term Substitute	School Year	Grade/ Subject Taught	Full-Time	Part-Time in F.T. Equivalence	No. of Days in School Year	No. of Days Service Rendered

Date

Signature

Position of Verifier

Salary step will be established from returned forms.
Return this form to: Mr. Bret E. Allen, Associate Superintendent, Department of Catholic Schools
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