



*Archdiocese of Galveston-Houston*  
Secretariat for Catholic Schools  
Catholic Schools Office

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**PRINCIPAL APPLICATION PROCESS**

Please be sure to look over the “Texas Catholic Conference Education Department Educational Qualifications and Archdiocesan Guidelines.”

Click on “Principal Qualifications” on our web site under “Principal Employment Information.”

**In order to establish a complete file the following items are required:**

- **Signed and Completed Principal Application**
- **Professional and Personal References**
- **Signed Authorization for Release of Employment Information**
- **Signed Criminal Background Check Authorization Form**  
(Do not fill in the name of the School)
- **Official Transcripts**
- **Cover Letter of Application**
- **Current Resumé**

**Mail all application paperwork to:**

**Susan Robenolt, Director of Teacher Personnel**  
**Catholic Schools Office**  
**Archdiocese of Galveston-Houston**  
**2403 Holcombe Blvd.**  
**Houston, TX 77021**

Virtus training is required for all individuals working with children within the Archdiocese of Galveston-Houston. Please go on-line to sign up for Virtus training at <http://www.virtus.org/virtus>.

Once your file is complete, you will be contacted regarding the interview process.

Thank you for choosing the Archdiocese of Galveston-Houston.

Catholic Schools Office · Archdiocese of Galveston-Houston · Chancery at St. Dominic Center  
2403 Holcombe Boulevard · Houston, TX 77021-2098  
Phone (713) 741-8704 · Fax (713) 741-7379  
<http://www.archgh.org>  
Click on “Catholic Schools.”

2/12/2010