



*Archdiocese of Galveston-Houston*

*Schools Office*

**PRINCIPAL APPLICATION**

**I. PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

E-mail: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_

**II. PLEASE COMPLETE ALL OF THE FOLLOWING**

Have you ever been convicted of a crime of sexual abuse, physical abuse, sexual harassment or exploitation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have any civil or criminal complaints, or any other written complaints, ever been made against you relating to sexual abuse, sexual harassment or exploitation, or physical abuse? \_\_\_\_\_ Yes \_\_\_\_\_ No?

Have you received any medical treatment, physical or psychological, for reasons involving your physical or sexual abuse of others? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been dismissed from any position because of immoral conduct, unprofessional conduct, unfitness for service, unsatisfactory service? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever plead guilty or *nolo contendere* (no contest) to or been convicted of a felony or misdemeanor involving moral turpitude, regardless of the disposition?

(A crime of moral turpitude is one involving dishonesty, misrepresentation, deliberate violence, or contrary to good morals. Conviction is the adjudication of guilt or the assessment of probation or community service for violation of the Penal Code. Deferred adjudication is deferral of further proceedings and adjudication of guilt by the Court after receiving a plea of guilty or *nolo contendere* by the Defendant.) \_\_\_\_\_ Yes \_\_\_\_\_ No Has your teaching/administrative contract ever failed to be renewed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been compelled to resign from a teaching/administrative position?

\_\_\_\_\_ Yes \_\_\_\_\_ No

(If the answer to any of the preceding questions is “Yes,” a full explanation must be given and attached to this application.)

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

**Educational Background:**

	<b>Name of School</b>	<b>City and State</b>	<b>Dates of Attendance</b>	<b>Degree and Major</b>
High School				
Undergraduate School				
Graduate School				

**Teaching and/or Administrative Experience:**

<b>Dates of Service</b>	<b>School</b>	<b>City, State</b>	<b>Responsibilities</b>	<b>Principal / Superintendent</b>

(Please attach another sheet if necessary)

Please list the name and phone number of your parish pastor or minister: \_\_\_\_\_

Additional Background: List interests, achievements, experiences, professional memberships, honors, etc. that you would consider helpful in completing the picture of your background.

### III. QUESTIONS

Please respond to these questions on a separate page.

1. Provide specific examples of how you would develop a “team” within the school, parish and community.
2. During your first year as principal, how would you go about determining the strengths and weaknesses of the school?
3. Successful organizations operate with a vision. Describe your vision of Catholic education. How would you lay the foundation for your vision with the pastor, the staff and the parents/guardians within the community?
4. How would you provide for the professional growth of staff members?
5. How would you assure the Catholic identity of your school and of the programs and activities within your school?
6. What characteristics do you believe make an outstanding teacher? How do you identify those characteristics?

Approximate school size desired: \_\_\_\_\_ students

Approximate salary desired: \_\_\_\_\_

I hereby certify that all information given on this application is true, complete, and correct, and I hereby give permission to the Catholic Schools Office of the Archdiocese of Galveston-Houston to forward this application as well as other credentials to prospective employers within the Archdiocese.

I acknowledge that all my application paperwork becomes the property of the Catholic Schools Office of the Archdiocese of Galveston-Houston, and that the Archdiocese reserves the right to accept or reject it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail all application materials to:

Director of Teacher Personnel  
Archdiocese of Galveston-Houston  
Catholic Schools Office  
2403 Holcombe Blvd., Houston, TX 77021-2098