



APPLICATION FOR ADMINISTRATIVE EMPLOYMENT
IN THE CATHOLIC SCHOOLS OF
THE ARCHDIOCESE OF NEW ORLEANS

ADMINISTRATIVE EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Applicant's Name _____
(Last) (First) (Maiden/Middle)

Address _____
(Street) (City) (State) (Zip)

Telephone _____ Cell phone _____

Email Address _____

Practicing Catholic Yes _____ No _____

Church Parish _____

Expected salary range:

_____ \$50,000 - \$65,000 _____ \$65,000 - \$80,000 _____ \$80,000 - \$95,000 _____ \$95,000 +

Name of school to which you are applying _____

On a separate page, briefly describe why you feel called to be the administrator and spiritual leader in a Catholic school.

Documents submitted with this application become the property of the Office of Catholic Schools and will not be returned.

STATEMENT: The Archdiocese of New Orleans is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, age, sex, handicap, or national origin. This non-discriminating policy applies to hiring, training, promoting, salaries, transfers, and working conditions.

STATEMENT: I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the Office of Catholic Schools to make any investigation of my background deemed necessary and to share all the information contained herein with any pastor, board or screening committee in the archdiocesan school system who might be interested in considering me for an administrative position in said system. I will sign any necessary release forms to assist in the obtaining of information. I understand and agree that the Office of Catholic Schools or the schools of the Archdiocese of New Orleans shall have the right at any time after my termination to furnish information to others regarding my employment including the information contained in this application.

Applicant's Signature Date

- Attachments to application:
- A résumé
 - College transcripts
 - Three current letters of recommendation; one each from an individual who has knowledge of your:
 - A. Moral character (Pastor/Clergy)
 - B. Prior teaching experience
 - C. Administrative/Leadership ability