

# Erie Catholic School System Diocese of Erie

1531 East Grandview Boulevard, Suite 100  
Erie, Pennsylvania 16510

## Administrator Application

### I. Personal Data

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Last Name	First	MI	Social Security Number
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Maiden/Alias Name(s)	U.S. Citizen (Yes/No)	e-mail address	Home Phone
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Please list any other name(s) by which you may have been known in the past.	Cell Phone
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Home Address	City	State	Zip	
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Work Address	City	State	Zip	Work Phone
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Desired Position \_\_\_\_\_

Religion: \_\_\_\_\_ (Required)      Church/Parish \_\_\_\_\_  
Parish      City

Date Available for Employment \_\_\_\_\_

Have you ever been fired from employment? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide details on reverse.

### II. Educational Background

Type	Name of School	City/State	Dates of Attendance	Degree(s)	Date of Graduation	
High School						
College/University						
College/University						
Graduate Study						
Graduate Study						
Other						

**Certification:**

List all areas in which you hold a valid Pennsylvania and/or out-of-state teaching certificates.

Area of Certification	Issuing State	Date	Level I or II	Office Use

List Major Workshops, seminars, internships, grants, summer programs in which you have participated in the last five years and which are not normally part of a degree program. (Do not include conventions, single meetings, etc.)

Program/Place	Sponsor	Date	Field

### III. Educational or Work Experience

List Present or Most Recent First

<b>Dates</b>		<b>Name of Employer and Address</b>		<b>Your Title</b>	<b>Office Use Only</b>
<b>From</b>					
<b>To</b>					
		(XXX)Telephone			
<b>Work Performed</b>			<b>Reason for Leaving</b>		
<b>Name and Title of Supervisor</b>				<b>Final Yearly Salary</b>	
<b>Dates</b>		<b>Name of Employer and Address</b>		<b>Your Title</b>	
<b>From</b>					
<b>To</b>					
		(XXX)Telephone			
<b>Work Performed</b>			<b>Reason for Leaving</b>		
<b>Name and Title of Supervisor</b>				<b>Final Yearly Salary</b>	
<b>Dates</b>		<b>Name of Employer and Address</b>		<b>Your Title</b>	
<b>From</b>					
<b>To</b>					
		(XXX)Telephone			
<b>Work Performed</b>			<b>Reason for Leaving</b>		
<b>Name and Title of Supervisor</b>				<b>Final Yearly Salary</b>	
<b>Dates</b>		<b>Name of Employer and Address</b>		<b>Your Title</b>	
<b>From</b>					
<b>To</b>					
		(XXX)Telephone			
<b>Work Performed</b>			<b>Reason for Leaving</b>		
<b>Name and Title of Supervisor</b>				<b>Final Yearly Salary</b>	

#### IV. References

References should include supervisors who have first-hand knowledge of your professional competence and your personal qualifications.

Name	Position	Address	Telephone	Office Use

#### V. Short Essay Questions

1. Briefly state your philosophy of education.

2. What particular talents or skills will you bring to this position?

3. Why would you choose to serve in the Catholic Schools of the Diocese of Erie?

All required documents must be submitted before your application will be processed. Candidates without complete applications will be eliminated.

I certify that I am a citizen of the United States (or an exchange teacher not permanently employed); that I am not in the habit of using narcotic drugs in any form or excessive amounts of intoxicating beverages (School Code 1209); and that the information on this application is correct. I understand that any misrepresentation of facts in this application will be considered just cause for dismissal at the discretion of the employer. I testify that I have never been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor. No formal or informal unresolved charge, claim or complaint has ever been made against me that would call into question the advisability of entrusting me with the supervision, guidance and care of children and youth.

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Date  
May 2016 ss/ECSS 2020

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Signature