

**PRINCIPAL APPLICATION FORM  
ST. CECILIA SCHOOL, AMES, IOWA  
ARCHDIOCESE OF DUBUQUE  
DUBUQUE, IOWA**

**PERSONAL INFORMATION**

Name (Last)	First	M.I.	Maiden
Address (Street)	City	State	Zip
Phone (Day)	Phone (Evening)		
Email address: _____			

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|--|-----|----|
| 1. Do you have the legal right to work in the U.S.A.?                        | Yes | No |
| 2. Are you a practicing Catholic in full communion with the Catholic Church? | Yes | No |
| 3. Have you been trained in a Protection of Children Program (Virtus)?       | Yes | No |

**EDUCATION AND PROFESSIONAL TRAINING**

	Institution	Location	Dates Attended	Graduation Date	Degree
High School	_____				
College/University	_____				
Graduate/ Extension Study	_____				
Undergraduate Degree:	_____	Major:	_____	Minor:	_____
Graduate Degree/s:	_____	Area/s of Concentration:	_____		

Professional Certifications and Endorsements:

<u>Title</u>	<u>Issuer</u>	<u>Expiration Date</u>

**ADMINISTRATIVE EXPERIENCE**

List all administrative experience chronologically, most recent first.

<u>Dates (from-to)</u>	<u>School</u>	<u>City, State, Zip</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any additional administrative experience on a separate sheet of paper.

**TEACHING EXPERIENCE**

List all teaching experience chronologically, most recent experience first.

For "Type" indicate Full-time (FT) or Part-time (PT).

<u>Type</u>	<u>Dates (from-to)</u>	<u>School</u>	<u>City, State</u>	<u>Grade or Subjects</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Annual Salary in most recent position \$ \_\_\_\_\_ Salary desired \$ \_\_\_\_\_

Date available for employment: \_\_\_\_\_

Check actual kind/s of school experience: \_\_\_\_\_

- Self-contained
- Multi-aged
- Middle School
- Departmental
- Other:

Yes No

1. Do you hold a valid Iowa teaching certificate? Folder Number \_\_\_\_\_ Yes No
2. Do you hold or eligible for a valid Iowa Administrative certificate? \_\_\_\_\_ Yes No
3. Do you have an Evaluator Approval Certificate? \_\_\_\_\_ Yes No
4. Have you ever failed or refused to fulfill an employment contract with any school? \_\_\_\_\_ Yes No
5. Have you ever had a teaching credential denied, suspended, or revoked? \_\_\_\_\_ Yes No
6. Have you ever for any reason been suspended, dismissed or asked to resign a teaching position? \_\_\_\_\_ Yes No

7. Have you ever been convicted of a criminal violation of law other than a minor traffic violation? \_\_\_\_\_

Explain, if you wish, any "yes" answers in an attached statement.

### **OTHER (NON-TEACHING) EXPERIENCE**

*List chronologically, as above, most recent experience. List any additional experience on a separate paper.*

1. Dates (From - To)	Employer	Position
_____	_____	_____
_____	Address (City, State, Zip)	Phone

2. Dates (From - To)	Employer	Position
_____	_____	_____
_____	Address (City, State, Zip)	Phone

### **HEALTH AND PHYSICAL CONDITION**

**1. Have you been examined and found to be free of communicable tuberculosis within the past three years?**

\_\_\_\_\_

**2. Is your physician able to certify that you are physically capable of performing all assigned tasks in a school setting?**

\_\_\_\_\_

### **PROFESSIONAL REFERENCES**

*List the location of a placement file (if such is available) which you consent to have released. On lines 1 through 3, list professional references. If you have had previous administrative experience, please include your most recent supervisor on line 1.*

Placement File: Institution	Address (City, State, Zip)
_____	_____

References: Name	Address	Phone	Relation to your work
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please write brief answers to the following questions:

1. Please state the reasons for your interest in this position?

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2. What is the contribution you can personally make to our schools future?

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**STATEMENT OF NON-DISCRIMINATION**

Applicants shall be employed without regard to race, color, gender, ethnic, national origin. As a religious institution, the archdiocese affirms the right to consider creed a bona fide qualification.

**CERTIFICATION**

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

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Signature Date