



ARCHDIOCESE OF
CINCINNATI

Dear Applicant:

Thank you for your interest in serving as principal in the Archdiocese of Cincinnati.

Individuals wishing to apply for employment as a principal at Archdiocese of Cincinnati high schools or parish elementary schools are required to submit a complete application packet for consideration. The information required for a completed packet is listed below.

The application packet must be submitted by email as ONE SINGLE PDF Attachment. Include the following information in the PDF in the order listed below. Email to Kathy Kane: kckane@catholicaoc.org

- a completed application
- resume
- copy of license(s)

Upon receipt, your application materials will be reviewed, and should you meet initial qualifications, you will be contacted for a screening meeting.

Please feel free to contact me should you have further questions regarding the application process.

Sincerely,

Kathy Kane
Deputy Superintendent
Archdiocese of Cincinnati
Catholic Schools Office
100 E 8th Street
Cincinnati OH 45202

**Catholic Schools Office
Archdiocese of Cincinnati
PRINCIPAL APPLICATION**

BASIC INFORMATION

Last Name:

First Name:

Middle Initial:

Other names that may appear on official documents:

Ohio Certificate/License ID #:

Street Address:

City, State, Zip Code:

Phone #: ()

E-mail Address:

Date of Application:

Note: Per Archdiocesan Policy, all principals of Catholic schools must be practicing Catholics.

Have you participated in SafeParish training and completed an online background check through SafeParish? _____(Yes/No)

Date of most recent BCI fingerprint report: (mm/dd/yyyy)

Date of most recent FBI fingerprint report: (mm/dd/yyyy)

LICENSE/CERTIFICATION:

Type of Certificate or License and License Number:	State of licensure:	Date issued (mm/dd/yyyy)	Date expires (mm/dd/yyyy)	Specific areas listed on certificate/license:

Will you become eligible for any other state of Ohio license prior to July 1? _____

If yes, please list: _____

EDUCATION & WORK EXPERIENCE

Degree(s) and hours completed beyond highest degree	Major/Minor	University & Location	Dates: ex. (1999-2004)

NOTEWORTHY COURSEWORK IN ADDITION TO DEGREE

Coursework	Total Hours	University & Location	Dates: ex. (1999-2004)

RELATED WORK EXPERIENCE

Position	School/Organization	Location	Dates Employed: ex. (2004-2008)

PERSONAL RESPONSES

Please respond to the following questions. Your response will help to better understand the strengths you can bring to administration in general, and to a Catholic school in particular.

Please limit your typed responses to a total of no more than three pages.

- 1. Why are you applying to be a principal in a Catholic school?**
- 2. What skills/knowledge/experiences do you have that make you the BEST candidate for an administration position in one of our Catholic schools?**
- 3. As the Catholic leader of the school, briefly describe:**
 - Spiritual Leadership**
 - Academic Leadership**
 - Community Engagement/Marketing**
 - Financial Stewardship/Use of Resources**

4. Describe how you will determine the needs for professional growth of your faculty/staff.

5. What person or life event inspires you? Why?

6. What professional book, article, and/or writer best aligns with your thoughts and/or philosophy of education? Why?

7. List the names and contact information for three or more professional references, including your current employer. Note: If your current employer is not listed as a reference, please provide an explanation as to why.

NOTE: The submission of this form substitutes for legal signature.