

Roman Catholic Diocese of Lexington, KY

ADMINISTRATOR APPLICATION

Bring completed application to:
Diocesan Schools Office
Catholic Center
1310 West Main Street, Lexington, KY 40508
859-253-1993 (219)

Except for certain positions where gender and religious affiliation is considered as a requirement of the job, we consider applicants for all positions without discrimination based on race, color, sex, religion, national origin, age, disability or any other legally protected class.

Date: _____

Application Type: Principal _____ President _____

Preference (Select all that apply): Elementary _____ Secondary _____

School Preference (Check Preference(s):

___ Christ the King ___ Good Shepherd ___ Holy Family ___ LCHS ___ Mary Queen
___ OLM ___ Seton ___ St. Agatha ___ St. Francis ___ St. Leo ___ St. John ___ St. Mark
___ St. Mary ___ SPPS ___ SPPS ECC

I. General Information

Name _____ Email _____
Last First Middle

Present Address _____ Telephone _____

City _____ State _____ Zip Code _____

Home Address (if different from above) _____ Telephone _____

City _____ State _____ Zip Code _____

II. Personal Information

Religion _____

Parish/Church _____ Pastor/Minister _____

III. Educational Preparation (As a student)

High School

School _____

City _____ State _____

Roman Catholic Diocese of Lexington, KY

College/University

Name and Location	Major	Minor	Degree
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IV. Certification

State	Type	Validity Period
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V. Experience

Name and Location	Position	Dates
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VI. Non-Teaching Work Experience (Business, Trade, or Industrial Employment)

Employer	Address	Type of Work	Dates	Salaried Position
				Yes/No
				Yes/No

VI. Other Activities (Experience in working with young people such as clubs, extra curricular activities, etc.)

VIII. References (Give name and address of persons who have knowledge of your work as a teacher or administrator. Do not use names of friends and relatives.)

Name	Address	Phone	Official Position
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Roman Catholic Diocese of Lexington, KY

IX. Availability Date (Give the date you will be available to take a new position.)

X. Please write a brief paragraph explaining why you are applying for a principalship position in a Catholic School.

I understand that it is my responsibility for reading the Employee Handbook and the Code of Conduct to know its contents.

Employee Handbook

The Employee Handbook can be found on the diocesan website, www.cdlex.org

Code of Conduct Acknowledgement

The Code of Conduct can be found on the diocesan website, www.cdlex.org

Read this document, then SIGN and DATE the acknowledgement below.

CERTIFICATION

I hereby attest and certify that I have never been accused of, convicted of, or pled guilty to: sexual abuse, gross sexual imposition, voyeurism, public indecency, or any existing or former offense of any municipal corporation, this state or any other state of the United States that is substantially equivalent to any of the above offenses. I further certify that I have never been discharged from employment or a volunteer position because of any activity covered by the foregoing statutes.

I further authorize the Roman Catholic Diocese of Lexington, KY to conduct a check of my police criminal records in accordance with KRS 156.483, KRS 17.160, and KRS 17.165 at state and federal levels. I hereby attest and certify that the above information provided by me is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application or result in my immediate dismissal if I am already employed.

Signature

Date

Print Name

Witness

*****NOTE: Hiring process cannot be completed until the FBI background check has been received by the Superintendent of Schools.**