

**APPLICATION FOR
ADMINISTRATION POSITION**

**DIOCESE OF KALAMAZOO
OFFICE OF SCHOOLS
215 NORTH WESTNEDGE AVE.
KALAMAZOO, MICHIGAN 49007-3760**

Date of _____
Month Day Year

Name _____

Present Address _____
Number and Street City State Zip Code

Home Telephone _____ Alternate Number _____

MICHIGAN CERTIFICATION: Issue Date Expiration Date # Of Semester Hours
Since Issuance:

Provisional: Elem. ___Sec. ___ _____

Continuing: Elem. ___Sec. ___ _____

Other: _____

Certification from another State - Specify

Number of hours in Administration or Educational Leadership: Semester _____ or Term hrs. _____

Your certificate certifies you for what areas?

Majors _____

Minors _____

POSITION PREFERENCES

City: 1 _____

2 _____

Schools: _____ Grades K-6

_____ Grades K-8

_____ High School

1. Are you willing and qualified to teach a Catholic religion class? _____ If yes, please explain on back.

2. What are your salary expectations? _____ Elementary Administration
Would you be open to an Administration/
Teaching Combination position? ___ Yes ___ No

3. Have you ever been convicted of a crime? _____ Are there any charges pending against you? _____
If yes, please explain on back.

4. Has a school system ever refused to renew your contract? _____ If yes, please explain on back.

If the information requested below is included in your resume, you may so indicate by stating See Resume.

ACADEMIC AND PROFESSIONAL PREPARATION

Elementary School _____
Name Location

High School _____
Name Location Year of graduation

College or University	City/State	Date Attended	Credits	Degree - Major

REFERENCES FOR EXPERIENCE: (Past Supervisors, Priest or Minister, Principals, Teachers, etc.)

Name	Position	Address	Phone

On the back, please give a brief statement of your philosophy of education, your general objectives as an administrator and your reason for desiring to become an administrator in a Catholic school in the Diocese of Kalamazoo.

You will need to send the following to the Superintendent of Schools; Diocese of Kalamazoo; 215 North Westnedge Avenue; Kalamazoo, MI 49007-3760 to complete your application file.

1. This completed application
2. A resume including related work experiences
3. Your placement credentials
4. A letter of recommendation from your parish priest or minister.
5. A copy of your transcripts
6. A copy, front and back, of your certification

Signature/Authorization

**CAUTION: READ CAREFULLY BEFORE
COMPLETING THIS PART OF THE APPLICATION**

My signature below authorizes the Diocese of Kalamazoo Catholic Schools to conduct a background investigation and authorizes the release of information in connection with my application for employment. The investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. Effective May 8, 1996, the Michigan School Code was amended to require that before hiring an applicant for employment, a school district (public or private) must investigate whether the applicant engaged in unprofessional conduct with a current or prior employer. In compliance to the requirement, I authorize current and former employers to disclose any unprofessional conduct by myself and to make available copies of all documents in my personnel records. I hereby release my current or former employers, and any employees acting on behalf of the current or former employers, from any liabilities for providing information relating to unprofessional conduct. I waive my right of access to any such information and without limitation, hereby release the Diocese of Kalamazoo Catholic Schools and the reference sources from any liability in connection with its release and use. Furthermore, I waive my right to any written notice required by the Bullard-Plawecki Employee Right-To-Know-Act. This release includes the sources cited above and on my resume and specific examples as follows: law enforcement organizations, information from the central criminal records exchange of either data on all criminal convictions or certification that no data on criminal convictions are contained, information from Michigan or other state departments of social services, child protection services unit and any locality to which they may refer for release of information pertaining to any finding of child abuse or neglect investigations involving me.

I agree to voluntarily undertake a physical examination (which may or may not include a psychological examination) and drug and/or alcohol testing as a condition of continues employment. I understand that the results of such examination and/or testing may be legitimate basis for my immediate termination. I release the Diocese of Kalamazoo Catholic Schools and any medical personnel or institution or any approved testing facility in connection with the physical examination or drug and/or alcohol testing to which I voluntarily submit.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application and the knowledge that they may be relied upon in considering my application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge, should I become employed with the Diocese of Kalamazoo Catholic Schools. If accepted for employment, I understand that this application will become part of personnel records.

Date _____ Signature of Applicant _____