

BASIC REQUIREMENTS FOR PRINCIPALS IN THE DIOCESE OF COLORADO SPRINGS

The Office of the Unified Catholic Schools of the Pikes Peak Region (UCSPPR) shall provide assistance to parishes in the identification, selection and training of qualified principals so as to ensure the highest standard of performance in this position.

A principal hired for a Diocesan Catholic school shall:

1. Be a practicing member in good standing with the Roman Catholic Church.
2. Have a Master's Degree with a minimum of 20 graduate hours with an emphasis in supervision, curriculum, instruction or other related educational administration courses.
3. Have knowledge of and ability to apply school administrative and management skills.
4. Have a minimum of five years experience in administration.
5. Have a strong commitment to the importance of Catholic school ministry in the Church.
6. Have competent computer skills.

In addition, the principal is expected to adhere to the minimum requirements for religious education certification.

Principals in the Diocese of Colorado Springs are expected to have, or complete the requirements for a Colorado Administrator License within a three-year period.

All principal applicants must be screened by the UCSPPR and approved prior to local interviews.

In employment practices, the Diocese of Colorado Springs Catholic school system does not discriminate on the basis of race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status or physical handicap when these are unrelated to the ability to perform the duties of the position. This policy is interpreted consistently with the religious mission and teaching of the Catholic Church.

PRINCIPAL APPLICATION PROCESS

The procedure for application and screening of persons seeking principal positions in the Diocese of Colorado Springs is:

1. Approval of candidate for principalship and Interview with Superintendent

UCSPPR screens each candidate and arranges an initial interview for approved candidates with the Superintendent of Catholic Schools.

2. Interview with School Pastor and School Board Members

The Superintendent selects and recommends candidates for interviews with the Pastor and School Board

3. Appointment of Principal

The appointment of an approved religious candidate to a particular school is contingent upon the approval of the pastor, the appointment policies of the candidate's religious community and the approval of the Superintendent of Catholic Schools.

The appointment of an approved lay candidate to a particular school is contingent upon the approval of the pastor and the final approval of the Superintendent of Catholic Schools

4. Contract

A contract is offered to the candidate, signed by the Superintendent of Catholic Schools

THE DIOCESE OF COLORADO SPRINGS

228 North Cascade Avenue
Colorado Springs, Colorado 80903
(719) 866-6448

APPLICATION FOR EMPLOYMENT: PRINCIPAL

In order that your application may be properly evaluated, it is essential that all of the following questions be answered carefully and completely. Applications will not be processed unless completed in full and accompanied by all of the following documentation. Photocopy of your Colorado Certification (To obtain certification, send for forms from Teacher Certification and Education, 201 East Colfax Avenue, Denver, CO 80203.)

1. Photocopies of teaching and administrative certification from Colorado or other states.
2. **Official Sealed** College Transcripts.
3. Resume.
4. Three Letters of recommendation related to administrative/teaching skills.
5. Signed FCRA Form
6. Letter of recommendation from your parish pastor or from superior of your religious community (for Religious Candidates)

PERSONAL INFORMATION

PLEASE PRINT

Name _____ Date _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Social Security Number _____ Telephone Number _____

Email Address _____

Religious Preference _____ Parish Affiliation _____

Previously employed by any Diocese? NO YES If yes, when? _____

Where? _____

When can you start? _____ How were you referred to us? _____

PROFESSIONAL INFORMATION

List administrative/teaching certificates held:

State	Type of Certificate	Date Issued	Certificate Number	Date of Expiration

EDUCATIONAL BACKGROUND

Date (month and year) you received your **Bachelor's** Degree _____

Major _____ Minor _____

Name and location of College/University _____
 List all credit hours received beyond the Bachelor's Degree. Specify whether quarter (Q) or semester (S) hours.

Years	College University	City State	Subject Area	Credit Hours
_____ to _____				
_____ to _____				
_____ to _____				
_____ to _____				
_____ to _____				

Date (month and year) you received your **Master's** Degree _____

Major _____ Minor _____

Name and location of College/University _____

Do you hold a Doctorate? _____ Date (month and year received) _____

Name and location of College/University _____

PROFESSIONAL PREPARATION

List specific dates and courses taken in the following areas:

School Administration:

Date:

Supervision and Staff Development:

Date:

Curriculum Development Evaluation:

Date:

Instructional Theory and Strategies:

Date:

Theology:

Date:

PROFESSIONAL ORGANIZATIONS

Name of organization:

Position Held:

List of Publications (Books, Magazine Articles, etc.):

Other experience of personal significance (Travel, International Meetings, etc.):

U. S. MILITARY RECORD

Service Branch _____ Date Entered _____ Date Discharged _____ Final Rank _____

What were your duties? _____

What special training did you receive? _____

List any additional special skills, technical or professional knowledge which you may have: _____

REFERENCES

Give three or more references, including superintendents and principals under whom you have taught. These persons should have first knowledge of your character, personality, scholarship, and teaching ability.

Name and Position	Address	Telephone Number

OTHER QUESTIONS

Has anyone ever accused you of physical abuse, sexual abuse, or sexual harassment? _____ YES _____ NO
 If yes, give a short explanation of the complaint. Please indicate the date, nature and place of the incident leading to the accusation, and the disposition of the matter.

Have you ever been charged, arrested, or convicted of a felony or misdemeanor, regardless of the disposition of any such matter? _____ YES _____ NO
 If yes, give a short explanation of incident. Please indicate the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number.

Has any employer ever counseled you, reprimanded you, disciplined you, or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving record or your theft? _____ YES _____ NO
 If yes, give a short explanation of the allegations. Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including employer's name, address and telephone number.

EMPLOYMENT HISTORY

List all of your current and previous positions (paid and unpaid) in chronological order starting with the most recent. List all of your certificated administrative/teaching experience, which consists of a semester or more under regular contract. Please complete this section and attach additional sheets as needed even if you submit a resume.

1. Employed From _____ To _____
 Company Name _____ Your Title _____
 Address _____ Your Department _____
 City & State _____ Supervisor's Phone Number _____
 Supervisor's Name and Title _____
 Work Performed _____

 Reason for Leaving _____

May we contact your present employer? YES NO

2. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for Leaving _____

3. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for Leaving _____

4. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for Leaving _____

5. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for Leaving _____

6. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

7. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

Of the jobs you have held, which did you like the most and why? _____

Of the jobs you have held, which did you like the least and why? _____

LEADERSHIP SELF-ANALYSIS

Please submit a written response to the following questions:

1. Describe your basic "philosophy" of leadership. What are the beliefs that guide your actions as a leader?
2. Write a summary statement in which you rate yourself as a leader (or potential leader). How do you gain insight into the needs of your followers, inspire others to see your vision, persuade people to work together to achieve the common goal?
3. Write a personal essay on the topic of leadership and include:
 - a. What is an effective Catholic school principal?
 - b. What is the role of the mission and identity of the Catholic school?
 - c. What makes me an effective, or potentially effective, Catholic school principal?

APPLICANT'S DECLARATION, AUTHORIZATION AND RELEASE

My answers on this application and on any resume' I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize the Diocese of Colorado Springs and its agents to verify any information related to my application or resume. I also authorize and direct individuals, schools, employers, and law enforcement or government officials to freely provide any information concerning my background, and hereby release any and all of them from any liability for doing so.

Date

Print Name

Signature

The Diocese of Colorado Springs shall comply with appropriate federal and state laws and regulations prohibiting discrimination in employment on the grounds of race, color, national origin, protected age category, gender, marital status, military status or physical or mental disability of any individual who is otherwise qualified.

**FAIR CREDIT REPORTING ACT
DISCLOSURE AND AUTHORIZATION**

Disclosure. In order to evaluate your employment application or, to assist management with any employment-related decision, The Diocese of Colorado Springs may obtain consumer reports, investigative consumer reports and criminal history records check regarding you. These reports are any information from a consumer reporting agency and may bear upon your credit history, character, reputation, personal characteristics, or mode of living which is used or collected for the purpose of informing any decision regarding your prospective or actual employment relationship.

You have certain rights regarding these reports and their use as defined under the Fair Credit Reporting Act and as summarized in "A Summary of Your Rights under the Fair Credit Reporting Act" which has been provided to you.

Please complete both pages of this form and keep one copy for your records.

Authorization

I voluntarily authorize the Diocese of Colorado Springs to obtain consumer reports, investigative consumer report information, and criminal history records checks about me in order to make informed decisions regarding my proposed or actual employment relationship with the Diocese of Colorado Springs. I acknowledge that I have rights under the Fair Credit Reporting Act including those discussed in "A Summary of Your Rights under the Fair Credit Reporting Act" which I have received and reviewed.

Printed name (include middle name)

Social Security Number

Street Address

Date of Birth

Gender: F or M

City

State

Zip

Driver's Lic. #

State

Maiden Name

Other Aliases

How long has it been since you used Maiden Name or other Aliases? _____

Date

Parish/School/Affiliate

Signature

If you have resided in Colorado less than 7 years, you must complete the form on the reverse side.

If you have resided in Colorado less than 7 years, please list addresses for the last 7 years:

Street Address/Post Office Box

City

State

Zip Code

From (What date?)

To (What date?)

Street Address/Post Office Box

City

State

Zip Code

From (What date?)

To (What date?)

Street Address/Post Office Box

City

State

Zip Code

From (What date?)

To (What date?)

Street Address/Post Office Box

City

State

Zip Code

From (What date?)

To (What date?)

Street Address/Post Office Box

City

State

Zip Code

From (What date?)

To (What date?)

Printed name: _____

Please list every state in which you have lived during your adult life: _____

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Printed name (include middle name)

Social Security Number

Street Address

Date of Birth Gender: F or M

City State Zip

Driver's Lic. # State

Maiden Name

Other Aliases

How long has it been since you used Maiden Name or other Aliases? _____

Date

Parish/School/Affiliate

Signature

Applicant's Copy

Para información en español, visit www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W. , Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identity theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information with the CRA.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need—usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

• **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry,. For more information, go to www.ftc.gov/credit.

• **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number. Such offers must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

Type of Business::	Contact:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission,: Consumer Response Center -FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 * 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Ste. 100 Kansas City, Missouri 64108-2638* 1-877-275-3342
Air, surface or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051