

APPLICATION PROCESS

1. An application packet will be provided upon request.
It will include:
 1. Application
 2. List of schools
 3. Teacher Salary Schedule
 4. Timeline of the process for interview and hiring for spring and summer
2. The applicant will return the application with a current resume. (Some information is duplicated but both application and resume are used for different reasons and both required.)
Applications can be returned any time during the year.
3. The Catholic Schools Office centralizes the applications and provides a data base of pertinent information to each principal.
4. Principals may request an application and resume for the individual they are interested in for their school. Or the superintendent may forward an application there is a known position available that fits the applicant. This is done as needed throughout the year.
5. Principals set up their own interviews and do their own hiring. Because of limited staff at the central office, no interview is required at the diocesan level.
6. Timeline for spring;
 - a. Feb. 15 Teachers currently employed give principals a letter of intent to return or leave.
 - b. March 15 Principals give educator a letter of intent to renew the contract or not.
 - c. Feb. 15 – May 1 Openings for teachers are posted. Openings are usually advertised in the *Intermountain Catholic* newspaper www.icnp.com
 - d. April 30-May 30 Contracts are signed between
7. Applicants may contact individual principals at any time for an interview or to see what positions are available in their school.
8. If an applicant is hired, the Catholic School Office forwards the original application and resume to the principal of the school for the applicant's personnel file.
9. If an applicant is not hired, the application and resume remain on file at the Catholic Schools Office for two (2) years.
10. An applicant may reactivate a file by notifying the Catholic School Office that he/she wishes to keep the application in process.