

CATHOLIC SCHOOL PERSONNEL APPLICATION

Application for employment in the Catholic schools are usually accepted at each local school. If any applications go to the Catholic Schools Office, they are stored electronically and are destroyed after two years. Principals may review these on the Administrator website login under “Employment Applications.”

Procedures to be followed are:

1. Prior to hiring an employee, a background check must be made by the superintendent/principal regarding past employment according to diocesan policies.
2. If the applicant is hired, the documents are placed in the personnel file at the local school.

If the applicant is hired as principal/president, the documents are placed in the personnel file at the Catholic Schools Office.

3. If the applicant is NOT hired, the entire application form along with the transcripts/documents and letters of recommendation are destroyed after two years.

The superintendent must be a member of all search committees for the hiring of principals.