

Administrator Application Form
Archdiocese of Santa Fe Catholic Schools

4000 St. Joseph Place NW
Albuquerque, NM 87120-1714
PHONE (505) 831-8214
FAX (505) 831-8107

Date: _____ **Availability Date:** _____

Name: Last First Middle Maiden

Social Security Number: Driver's License# & State (Area Code) Telephone No.:

Current Address – Number & Street City State Zip Code

E-mail Address

Position Desired:

_____ Elementary (Pk-8) Administrator

Locations: Albuquerque: _____ Rio Rancho: _____ Belen: _____

Santa Fe: _____ Santa Cruz: _____ Tijeras: _____

RELIGION QUALIFICATIONS:

Are you an active, practicing Catholic? Yes _____ No _____

Name of parish: _____ **City** _____

Do you have Religious Education Certification? _____ Yes _____ No

If yes, from what Arch/Diocese _____

EDUCATIONAL ADMINISTRATIVE QUALIFICATIONS

LICENSURE: (Please list all licenses or certifications that you currently hold)

Type of certificate or license	Issuing state or entity	Issue Date	Expiration Date	Area of endorsement

EDUCATION: Name used on School Records:

Type of School	Name & Address of School	Degree	Major Subject	Minor Subject
High School				
College				
Graduate School				
Other:				
Other:				

OTHER:

Professional organizations	
Honors received	
Activities	

EMPLOYMENT HISTORY

YEARS FROM - TO	= OF YEARS	*FT **PT	NAME OF SCHOOL CITY AND STATE	ASSIGNMENT	REASON FOR LEAVING

*FT = Full Time, *PT = Part Time (If more space is needed, use a separate sheet.)

REFERENCES

List full name, address, city and state of at least three references. Please include those who have knowledge of your administrative and/or teaching abilities, character and commitment to Catholic Education

NAME	ADDRESS/CITY/STATE	PHONE(S)	POSITION

If you are presently employed, may we contact your employer? ____ Yes ____ No

If no, please explain: _____

Name of current employer: _____ Phone: _____

PERSONAL DATA

Although the following information is sensitive, the Catholic Schools Office is obligated to request it to fulfill our responsibilities in screening candidates who seek employment in the Archdiocese of Santa Fe schools.

U.S. Citizen: If not a citizen of the U.S., have you the legal Yes ____
Yes ____ No ____ right to remain permanently in the U.S.? No ____

Are you a former employee of the Archdiocese? ____ Yes ____ No ____
Last date worked _____ Job Title _____

Have you previously applied for employment with the Archdiocese? ____ Yes ____
____ No If yes, when? _____

Have you ever been arrested or convicted of a criminal offense? Yes ____ No ____
If yes, please explain:

Have you ever served on active duty with the military? Yes ____ No ____
(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified.)

1. Please present your personal views on physical and sexual abuse. Please write clearly.

2. Are you aware of any reason you cannot reasonably perform the duties outlined in the job description provided to you? (If no job description provided, please disregard this question.)

3. Are you related to anyone employed by the Archdiocese of Santa Fe or the schools within the Archdiocese of Santa Fe? Yes ____ No ____

If yes, to whom/where/relationship _____

I certify that the statements made in this application are true and correct to the best of my knowledge and that any deliberate falsification could result in termination of my employment. Permission is hereby granted to the Archdiocese of Santa Fe to obtain verification of the statements made herein and to obtain employment references. All reference information will be confidential and will be considered the property of the Archdiocese of Santa Fe.

Signature of Applicant

Date

Additional Information and Requirements

(Keep this form for your records)

The Archdiocese of Santa Fe Catholic Schools Office is an Equal Opportunity Employer and considers all candidates for employment equally regardless of race, color, national origin, sex, age, or handicap. Because of its status as a religious entity, the archdiocese may consider the candidate's religious affiliation in its employment decisions, consistent with state and federal law.

The following documentation is required to be submitted along with the application:

1. Copy of college transcripts (Official upon employment)
2. A copy of current administrators' license
3. Three current references. One reference must be from your pastor for lay applicants and religious superior for religious applicants
4. Current Resume

Where to send your application packet:

Catholic Schools Office
Archdiocese of Santa Fe
4000 St. Joseph Pl. NW
Albuquerque, NM 87120
Attn: Donna Illerbrun

Phone: (505) 831-8214
Fax: (505) 831-8107
Email: csadmin@asfnm.org

Other Information:

If you are offered a position, you will be required to comply with the following:

- Participate in Abuse Awareness Training
- Complete a drug and alcohol screening
- Provide verification of your employment eligibility (I-9).
- Provide official sealed transcripts of college coursework

If you are still in the process of seeking an educator license, you may need to contact the New Mexico Public Education Department Licensure Unit. (www.ped.state.nm.us)

NMPED, Licensure Unit
Jerry Apodaca Education Building
300 Don Gaspar
Santa Fe, NM 87501-2786