



**ARCHDIOCESE**  
**OF PORTLAND IN**  
OREGON

Department of Catholic Schools  
**PRINCIPAL APPLICATION CHECKLIST**

Download application materials from:

<https://schools.archdpdx.org/principal-position-vacancies>

Complete and submit the following:

1. Archdiocesan Application form\*

\*The Application is a fillable PDF form. Be sure to download any updates to Adobe Reader DC first and save this file to your computer before adding your information to prevent data loss.

2. Current resume

3. Copy of Oregon or out-of-state teacher/administrator license(s)

4. Transcripts showing Master's degree and administrative license program - unofficial copies are acceptable; upon hire, official transcripts are required

5. A paragraph on each of the following:

- Philosophy of Education
- Reasons for interest in a principal position in the Archdiocese of Portland

6. Letters of recommendation: from each of the four references listed on the application. Each letter must be accompanied by a completed **applicant waiver form** (see link above for form). Letters are required from:

- Pastor or Religious Superior [verification of status as a practicing Catholic in good standing with the Church];
- Immediate past employer;
- Two other professional references.

Email or send to: Dina Boyle ([dboyle@archdpdx.org](mailto:dboyle@archdpdx.org))  
Department of Catholic Schools  
2838 E. Burnside St.  
Portland, OR 97214

ARCHDIOCESE OF PORTLAND IN OREGON  
DEPARTMENT OF CATHOLIC SCHOOLS

PRINCIPAL APPLICATION\*

Date: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # (work): \_\_\_\_\_ (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

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We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, we are not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

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GENERAL INFORMATION

Which principal opening(s) are you interested in?: \_\_\_\_\_

Are you interested in applying for other administrative positions as they may become available? Yes  No

Do you have a legal right to work in the US? Yes  No

Religious Affiliation: \_\_\_\_\_

Current Parish/City \_\_\_\_\_ Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary Range Expectations: \_\_\_\_\_

How did you learn of the principal opening? \_\_\_\_\_

## EDUCATION

Name & Address of School	Major	Years Completed	Degree(s)
College			
College			
College			
College			

## Licensing History

What **Oregon** educator license(s) do you hold?

**Teaching License**

Type:  Reciprocal/Initial       Preliminary/Initial/Basic       Professional/Standard       Other \_\_\_\_\_  
 Endorsements: \_\_\_\_\_ Expiration date for license: \_\_\_\_\_

**Administrator License**

Type:  Reciprocal/Initial       Preliminary/Initial/Basic       Professional/Standard       Other \_\_\_\_\_

Expiration date for license: \_\_\_\_\_

**Out-of-state Educator License**

If not Oregon licensed, indicate what state and type of license held and expiration date: \_\_\_\_\_

## Character Questions

You must answer each question by writing "yes" or "no" whichever is true. **Any "yes" answers (for questions 1-11) must be fully explained on a separate page.**

1. Have you ever been released or have you ever resigned from any education position or school related employment because of misconduct or unsatisfactory service?	
2. Have you ever resigned from an educational position while under investigation for misconduct or unsatisfactory service?	
3. Have you ever failed to complete a contract for professional service in any educational positions?	
4. Have you ever had a teaching or administrative license revoked or suspended?	
5. Have you ever been denied a teaching or administrative license for which you applied?	
6. Have you ever surrendered a teaching license before its expiration?	
7. Have you ever been disciplined by a state agency responsible for licensure of educators?	
8. Have you ever been suspended or asked to resign a position in any field?	
9. Have you ever been convicted of a crime?	
10. Are you currently charged with a crime?	
11. Have you ever been the subject of allegations related to misconduct with children?	
12. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodations?	

## EMPLOYMENT HISTORY

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/most recent employer unless you indicated below that we may not contact them now. For Principal applicants: be aware that the offer of a contract cannot be finalized until your current employer is contacted. Also, be aware that we will contact all of your previous employers as part of the initial vetting of all applicants. Filing an application presumes you accept this circumstance. Attach an additional page if necessary. **Please complete this section even if you have submitted a resume.**

<b>Current Employer</b>	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates: (From) _____ (To) _____		
	Position:		Supervisor:
	Description of duties:	Ok to contact? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>	
Reason for leaving:			
<b>Previous Employer</b>	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates: (From) _____ (To) _____		
	Position:		Supervisor:
	Description of duties:	Reason for leaving:	
<b>Previous Employer</b>		Name of employer:	
	Telephone #:		
	Address:		
	Employment Dates: (From) _____ (To) _____		
	Position:		Supervisor:
	Description of duties:	Reason for leaving:	
<b>Previous Employer</b>		Name of employer:	
	Telephone #:		
	Address:		
	Employment Dates: (From) _____ (To) _____		
	Position:		Supervisor:
	Description of duties:	Reason for leaving:	

## PROFESSIONAL REFERENCES

Please provide the names and contact information below for the 4 people who will be providing your recommendation letters.

- Pastor or Religious Superior [must include verification of status as a practicing Catholic]
- Immediate past employer
- Two other professional references

Name/Job Title	Relationship	Organization	Telephone #	Years Known

## APPLICANT SUBMISSIONS

On a separate page, please write a short essay on each of the following:

- Philosophy of education
- Reasons for interest in a principal’s position in a Catholic school in the Archdiocese of Portland in Oregon

### CATHOLIC PHILOSOPHY AND MISSION

The Administrator is called to be a role model and a witness to the Gospel of Jesus Christ. By accepting employment in a Catholic School, the Administrator agrees to share in the teaching ministry of the Catholic Church by modeling Christian values and living an exemplary life, both in and out of school. The Administrator shall maintain, by word, action and lifestyle, a position that is in conformity with the teaching, standards, doctrines, laws and norms of the Roman Catholic Church, as interpreted by the Archbishop of Portland in Oregon (“Archbishop”) in his sole discretion. The Administrator shall not do, commit, or permit any act that will tend to demean or degrade him/her in society or bring the Administrator or the School into public disrepute. The Administrator agrees not to commit to any obligations outside the School that would be detrimental to his/her presence or performance as an administrator of the School or the standing of the School as a Roman Catholic educational institution.

The Administrator agrees to comply with the philosophy of the School as interpreted by the Pastor and the Department of Catholic Schools and to function under the direction of the Pastor as a contributing member of the School community. The Administrator shall encourage and actively participate in creating an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

**Are you willing to accept these expectations and do you feel capable of functioning effectively in this situation?**

(Initial your choice.)      \_\_\_\_\_ Yes      \_\_\_\_\_ No

## CERTIFICATION AND AUTHORIZATION INFORMATION RELEASE

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Employer, its employees, any individual or agency obtaining information for the Employer, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

### AT-WILL EMPLOYMENT STATEMENT

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Employer at any time, for any reason. The Employer may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

### BACKGROUND CHECK STATEMENT

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

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Applicant Signature

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Date

Your typed name is acceptable as a signature for this form.