DIOCESE OF
FORT WAYNE SOUTH BEND
SECRETARIAT FOR CATHOLIC EDUCATION
CATHOLIC SCHOOLS OFFICE
PO Box 390, Fort Wayne IN 46801 | PHONE 260-422-4611 | FAX 260-426-3077

INSTRUCTIONS FOR APPLYING FOR AN ADMINISTRATOR POSITION

Start the application process by completing the online prescreen questionnaire under the job posting. The instructions for the online Employment Application and a list of required application materials will be emailed to you.

Note: If there are issues with the online systems, a paper version may be used. The online application is the PREFERRED method of submitting the application

I. The REQUIRED application materials are listed below. ALL application materials MUST be turned in BEFORE someone can be hired and allowed to work in the building.

A. PRESCREEN QUESTIONS

B. APPLICATION FOR EMPLOYMENT

C. ADMINISTRATOR PERSONAL RESPONSE FORM (online at https://forms.gle/md1PCcMF2LiF9KAJ7)

D. PASTORAL REFERENCE FORM - (paper or online; online preferred) Give a copy of the paper form or send the link at https://forms.gle/fqbiHeZmhpjf8jxKA to the pastor or a priest in your current parish.

E. PROFESSIONAL REFERENCES

1. You need ONE MOST RECENT/CURRENT EMPLOYER REFERENCE and TWO PROFESSIONAL REFERENCES.
2. If using the paper reference form, complete the top portion of the Professional Reference forms and send it to your MOST RECENT/CURRENT EMPLOYER REFERENCE and your TWO PROFESSIONAL REFERENCES. The other two professional references may be sent to persons of your own choice. One of the two must be someone with knowledge of your professional preparation and experience.
3. If using the online links, send https://forms.gle/TTrLP9Jj1CYesYb4A to your references.

F. VERIFICATION OF LICENSED TEACHING EXPERIENCE and EXPERIENCE AS A PRINCIPAL. This form will need to be completed before the contract is finalized. The online form is located at https://forms.gle/UMoP6AzuEwMEk4ii8.

G. Request your educational placement service or the college / university you attended to send your ACADEMIC CREDENTIALS AND RECOMMENDATIONS, TRANSCRIPTS.

H. Send your TEACHER'S/ADMINISTRATOR'S LICENSE(S) to the Catholic Schools Office in Fort Wayne.

I. Acknowledgement of The Mission of Our Catholic Schools and the Importance of Authentic Witness of Catholic School.

J. An expanded background check with a Department of Children Services search and the Safe Environment Training program

II. If completing the paper application, the APPLICATION FORM FOR ADMINISTRATORS in dark ink or type.

III. Send the completed APPLICATION MATERIALS to the Catholic Schools Office at the above address. Your application will be kept on file at the office and will be available, upon request, to parish and/or high school boards of education that are seeking to fill a job opening. This eliminates having to complete an application for each opening.

IV. During the application process, personnel from the Catholic Schools Office may contact you for an interview. After the interview, the Catholic Schools Office will make a recommendation regarding your application.

V. If you are interested in applying for a specific position, please inform the Catholic Schools Office of the opening for which you wish to apply. Your application will then be forwarded for possible interviews with that search committee. These interviews will be arranged between the applicant and the committee contact person.

VI. If you have any questions on the above, please contact the Catholic Schools Office at 260-422-4611.