

**OFFICE OF CATHOLIC EDUCATION
DIOCESE OF SALINA
103 NORTH NINTH
SALINA, KS 67401**

Phone: (913) 827-8746

PERSONNEL INVENTORY FORM AND ADMINISTRATIVE EMPLOYMENT APPLICATION

PLEASE RETURN THIS COMPLETED FORM, TOGETHER WITH AN OFFICIAL TRANSCRIPT OF ALL COLLEGE CREDITS TO THE ADDRESS INDICATED. THANK YOU

SECTION 1. PERSONAL DATA

GENERAL INSTRUCTIONS:

Answer to items marked with * is optional. Otherwise, you are requested to fill in all the blanks. If an item does not apply, use NA. For all sections, if added space is needed, please attach additional sheets.

Last name first middle social security no.

full name of religious community and initials (if applicable) city & state of provincialate

home address: no., street, city, state, zip home phone

work address: school/firm, no., street, city, state, zip work phone

Birth: _____
day month year state/county

Religion* _____

Are you legally able to work in the United States? __yes __no

SECTION 2. EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME OF SCHOOL	CITY AND STATE	DATES ATT'D	DEGREE EARNED	DATE DEGREE GRANTED
HIGH SCHOOL					
COLLEGE					
	or				
UNIVERSITY					
OTHER					

OTHER EXPERIENCE: Include all full-time work experience during the past five years, whether or not it has pertinence for a position in education. List the most recent first.

EMPLOYER AND ADDRESS	NATURE OF EXPERIENCE	FROM MO. YR.	TO MO. YR.

Enter below any CCD or other formally organized out-of-school religious education programs, for either children or adults, in which you assist.

name of parish or school _____

grade level _____

hours per week _____

no. of students _____

COMMENTS: _____

SECTION 4. RELATED INFORMATION

REFERENCES: (Three persons able to give information about your qualifications for the position for which you are applying.)

NAME	ADDRESS	OFFICIAL POSITION

How soon will you be available? _____

If under contract, when are you required to sign next year's contract? _____. Reasons for leaving your present (or most recent) employment.

If you have placement papers on file with a placement bureau or college placement office, give its full name and address here. _____

Have you ever been convicted of a felony or a crime involving dishonesty, a controlled substance, or child? _____

Have you ever entered into a criminal diversion agreement? _____

Have you ever had a certificate revoked, suspended or denied in any state(s)? _____. If yes, what action was taken and in what state? _____

Briefly describe your personal philosophy of education. _____

Briefly describe your leadership style. _____

Briefly describe your vision of an ideal Catholic school. _____

DATE _____ SIGNATURE _____