



# DIocese OF HARRISBURG – SECRETARIAT FOR EDUCATION

4800 Union Deposit Road, Harrisburg, Pennsylvania 17111-3710  
(717) 657-4804 • FAX (717) 657-3790 • [hbgiocese.org](http://hbgiocese.org)

<b>Office Use Only</b>		
PL	FBI	DATE RCVD
T	SPC	CONTACT
C	DPW	

## PRINCIPAL APPLICATION

Catholic schools are an integral part of the educational mission of the Catholic Church. Therefore, an applicant **must** be a **Catholic in good standing with the Church** and meet the following **four** requirements:

1. Hold a valid and active Pennsylvania Instructional II Teaching Certificate. (An Instructional Certificate, which has expired, is **not** considered **valid**.)
2. Hold a valid and active Pa. Admin. Certificate (or in process)
3. Catechetical Certification (or in process)
4. FIVE Years Teaching Experience

*Elementary and secondary schools in the Diocese of Harrisburg do not discriminate on the basis of age, race, color, sex, national or ethnic origin in the hiring of employees.*

### INSTRUCTIONS TO THE APPLICANT (see complete instructions inside)

- GIVE **Pastor's Recommendation for a Professional Employee** form to Pastor to be mailed directly **OR** to be submitted in a **sealed envelope with application**.  
**NOTE:** Religious personnel need authorization/recommendation from a Major superior.
- Complete, sign and date application.
- **ENCLOSE WITH APPLICATION** copies of: 1) original transcripts, 2) administrative and teaching certificate, 3) any Religion certificates earned, 4) PA State Police Criminal Record Check and Department of Public Welfare background clearances, FBI Clearance from PDE and 5) **\$10.00 non-refundable** processing fee. (Make check payable to: **Secretariat for Education**.)
- Forward to the attention of the **Superintendent of Schools** at the address on the heading of application.

### PERSONAL INFORMATION

NAME \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

RELIGIOUS NAME \_\_\_\_\_ NAME OF RELIGIOUS ORDER \_\_\_\_\_  
(Brother, Sister)

If your academic or employment records would be held under any surname(s) other than the one you have provided, please so indicate below:

\_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

CITIZENSHIP: \_\_\_\_\_ Citizen \_\_\_\_\_ Non-Citizen

PERMANENT ADDRESS \_\_\_\_\_ If non-citizen, are you legally eligible for employment in the USA?  Yes  No  
(if different)

\*\*\*\*\*

LEVEL DESIRED: \_\_\_\_\_ Elem. (Pre-K-8) \_\_\_\_\_ Sec. (9-12) Date of Availability \_\_\_\_\_

Are you willing to relocate:  Yes  No

Refer to: \_\_\_\_\_

Maximum commuting time: \_\_\_\_\_

*Child Focused - Spirit Driven*

**EDUCATION**

Name and location of school	Dates Attended		Date Graduated		Nature of Studies	
	From	To				
Elementary					Diploma or	Degree
High School						
College					Major	Minor
Graduate School				No. of Credits	Degree	Area of Specialization

**CERTIFICATION:** Indicate any certificates you currently hold, *including* religious education certification.

TYPE OF CERTIFICATION	ISSUED BY DIOCESE/STATE	DATE ISSUED	DATE EXPIRES	SPECIFIC TEACHING AREAS

**PROFESSIONAL EMPLOYMENT:** List present and two most previous employments, beginning with your most recent position.

1. School name 2. Complete address – including city, state, zip, phone	Dates Employed		Salary	1. List grade and subject taught 2. Name and title of immediate supervisor	Reason for Termination
	Month	Year			
	From		\$	1.	
	To		Per diem	2.	
	From		\$	1.	
	To		Per diem	2.	
	From		\$	1.	
	To		Per diem	2.	

**PROFESSIONAL REFERENCES:** Please give names of the persons (e.g. supervisor, principal, department head, etc.) who know of your success or probable success as a principal.

NAME	POSITION	ADDRESS	PHONE	EMAIL



**DIOCESE OF HARRISBURG**  
**Elementary (37) and Secondary Schools (5) and K-12 (2)**

<b>TOWN/CITY</b>	<b>SCHOOL</b>	<b>COUNTY</b>
GETTYSBURG	St. Francis Xavier (K/3-8)	Adams
HANOVER	Sacred Heart (K/5-8)	Adams
McSHERRYSTOWN	Annunciation BVM (K/5-8)	Adams
NEW OXFORD	Immaculate Conception (K/3-8)	Adams
*McSHERRYSTOWN	Delone Catholic High School (9-12)	Adams
BERWICK	Holy Family (K5-5)	Columbia
BLOOMSBURG	St. Columba (K/3-6)	Columbia
CAMP HILL	Good Shepherd (K/5-8)	Cumberland
CARLISLE	St. Patrick (K/3-8)	Cumberland
MECHANICSBURG	St. Joseph (K/5-8)	Cumberland
NEW CUMBERLAND	St. Theresa (K/3-8)	Cumberland
*CAMP HILL	Trinity High School (9-12)	Cumberland
HARRISBURG	Holy Family (K/5-8)	Dauphin
HARRISBURG	Holy Name of Jesus (K/5-8)	Dauphin
HARRISBURG	Cathedral (K/3-8)	Dauphin
HARRISBURG	St. Catherine Laboure (K/3-8)	Dauphin
HARRISBURG	St. Margaret Mary (K/5-8)	Dauphin
HERSHEY	St. Joan of Arc (K/5-8)	Dauphin
MIDDLETOWN	Seven Sorrows BVM (K/4-8)	Dauphin
STEELTON	Prince of Peace (K/5-8)	Dauphin
*HARRISBURG	Bishop McDevitt High School (9-12)	Dauphin
CHAMBERSBURG	Corpus Christi (K/4-8)	Franklin
WAYNESBORO	St. Andrew (K/5-6)	Franklin
COLUMBIA	Our Lady of the Angels (K/3-8)	Lancaster
ELIZABETHTOWN	St. Peter (K/4-5)	Lancaster
EPHRATA	Our Mother of Perpetual Help (K/3-8)	Lancaster
LANCASTER	Resurrection (K/4-8)	Lancaster
LANCASTER	Sacred Heart (K/5-8)	Lancaster
LANCASTER	St. Anne (K/3-8)	Lancaster
LANCASTER	St. Leo the Great (K/3-8)	Lancaster
*LANCASTER	Lancaster Catholic High School (9-12)	Lancaster
*LEBANON	Lebanon Catholic High School (K/4-12)	Lebanon
LEWISTOWN	Sacred Heart (K/3-5)	Mifflin
DANVILLE	St. Joseph (1-8)	Montour
SUNBURY	St. Monica (K/3-8)	Northumberland
*COAL TOWNSHIP	Our Lady of Lourdes Regional School (K-12)	Northumberland
DALLASTOWN	St. Joseph (K/3-6)	York
HANOVER	St. Joseph (K/5-8)	York
HANOVER	St. Vincent de Paul (K/5-8)	York
NEW FREEDOM	St. John the Baptist (PRek4-2)	York
YORK	St. Joseph (K/3-6)	York
YORK	St. Patrick (K/4-6)	York
THOMASVILLE	St. Rose of Lima (K/4-6)	York
*YORK	York Catholic High School (7-12)	York

UPDATED – 2/2009

\*Secondary Schools