

Dear Applicant:

Thank you for your interest concerning the availability of openings in the Schools of Special Education with the Archdiocese of Philadelphia. Before we can give you consideration, we require that you provide us with the following:

1. A completed application. A copy is enclosed for you.
2. An **official** college transcript (copy **will not** be accepted as official). (May be sent directly from college to Office of Catholic Education).
3. A copy of PA certification (or other state certificate).
4. A current resume stating your professional training and experience.
5. A letter of recommendation from the pastor of your home parish. (Pastor should mail this directly to Office of Catholic Education, Special Education Department).
6. A letter of recommendation from the pastor of the school within which you are now teaching or serving as administrator.
7. Two letters of recommendation from persons with whom you have served in an educational position.
8. A current processed Pennsylvania Child Abuse History Clearance Form (CY-113).\*
9. A current processed Pennsylvania State Police Request for Criminal History Record Information Form (SPA-164).\*
10. A current processed FBI Federal Criminal History Record.\*
11. If you are applying for a particular position that is posted on our web site, please include a cover letter to the Assistant Superintendent of Special Education stating your intention to make application for the position of administrator in that school.

It is the applicant's responsibility to collect **all of the above** and forward it to the Special Education office. Please understand that incomplete documents are of no value to us in the approval process, and therefore, are of no value to you in obtaining approval, as well as a position.

When all of the above documents are received, you will be contacted and scheduled for an interview. Thank you for your interest. I look forward to hearing from you in the near future.

Sincerely,

Ellen M.E. Wedemeyer Ed.D., MBA  
Assistant Superintendent for Special Education

Enclosures

**\* BRING ORIGINALS TO THE INTERVIEW.**