



**QUALIFICATION EXCEPTION APPROVAL FORM**

In accordance with policies 108 and 110 of *The Catholic Schools Office School Personnel Handbook*, any candidate who does not meet the diocesan minimum qualifications must be approved by the Pastor, Superintendent, or Board Chair (based on the specific supervisory model of the school) before an offer of employment may be made. If an approved offer of employment is made a *Qualification Exception Approval Form* must be attached to the written offer of employment.

Employee Name: \_\_\_\_\_

School: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

I understand that this candidate does not currently meet the diocesan minimum qualifications for the position for which they are being hired.

I approve of the qualification exception and the employment of this candidate.

\_\_\_\_\_  
Pastor/Superintendent/Board Chair Signature

\_\_\_\_\_  
Date