

Office of Catholic Schools

Diocese of Wilmington



Dear Applicant:

Thank you for your interest in ministering as an administrator in the Diocese of Wilmington.

Kindly complete the application that is attached and return to the Catholic Schools Office at your earliest convenience.

In the meantime, please request that your official transcript(s), MA/MS is minimum, be forwarded to this office. If you are registered with a Placement Office, please have your Placement File sent to us.

To complete your application please submit the following:

- Three letters of recommendation (one from your most recent employer) and written documentation of all prior education experience with the application.
- A copy of your Delaware or Maryland Teaching License. If you do not have a current Delaware Teaching License, please apply to the Delaware Department of Education online at <https://deeds.doe.k12.de.us>. For Maryland, request an application at the Maryland State Department of Education, Division of Certification, 200 W. Baltimore Street, Baltimore, MD 21201.
- An original criminal background check from the Delaware or Maryland State Police. Forms may be obtained from the Delaware State Police, Bureau of Identification (302) 739-5901 or the Maryland State Police (410) 764-4501. Applicants are responsible for costs.

Once your application materials have been received and processed, the next step in the application process for administrators is a screening interview with the Superintendent of Schools. Following this interview, names of candidates and supporting documentation are submitted to search committees where administrator openings exist.

Your application and supporting papers will be kept on file in this office for two years from the date of application. Written notification to the Personnel Office will be necessary to keep a file active at the end of the two year period.

Thank you again for your interest in the Catholic Schools of the Diocese of Wilmington. I look forward to receiving your application. If you have any questions, please feel free to contact me at 302-573-3133 or email me at mfilippone@cdow.org.

Sincerely,

Mary E. Filippone

Mary E. Filippone
Personnel Coordinator

