**Job Posting Form**

**For School Principal & Teacher job postings, please return to Mary Tepley at** **dcs@buffalodiocese.org**

**For all other job postings, please return to Lindsay Gibson at** **lgibson@buffalodiocese.org**

|  |  |
| --- | --- |
| Date Posted: |  |

|  |  |
| --- | --- |
| Send resume to: | Name:Address:Email:  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Employment: | Summer: [ ]  | Part-Time [ ] :  | If part-time, # of hours per week  | Full-Time: [ ]  |

|  |  |
| --- | --- |
| Job Title of Open Position: |  |

|  |  |  |
| --- | --- | --- |
| Salary: |  | Salary will be: [ ] hourly [ ]  other |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: |  | Department |  |

|  |  |
| --- | --- |
| Location Address: |  |

|  |  |
| --- | --- |
| Employer website: |  |

**Brief Job Description**

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**Essential Duties & Responsibilities**

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**Qualifications: Required Education/Experience**

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**Desired Skills**

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|   |

E.O.E.

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| --- | --- |
| How to Apply: | By Mail [ ]  E-Mail [ ]  Fax [ ]  as above, no later than **XX/XX/XXXX** |