



Catholic Schools
A Faith-Based Education
that Lasts a Lifetime

ADW Team Member Internal Rehire

The purpose of this form is to provide notice to principals about your interest in accepting a position with another ADW school. It is the responsibility of the team member to complete this form and obtain signatures from both principals.

Team members that move from one school to another must re-enroll in all health benefits at the new school; the original hire date & sick leave will be recognized at the new school.

Directions for Completing the Form

1. Rehire at another ADW school must be requested on or before **June 30**.
2. Complete the personal information section.
3. Obtain the signature of the current principal and the principal of the school offering you a new position.
4. Send the form to schools@adw.org for approval. Please place in the subject line – Team Member Internal Rehire. The form will be returned to you once processed by the Catholic Schools Office.

Employment Policies	Policy Number	252
Verification of Employment – Neutral Reference Policy	Effective Date	11.01.2021

An employee's supervisor, pastor, principal, agency director and the Archdiocesan Office of Human Resources designated staff are the only individuals authorized to answer inquiries about a current or former employee. The Archdiocese does not provide references regarding employment to prospective non-Archdiocesan employers. However, if a current or former Archdiocesan employee is seeking employment at another Archdiocesan location, a positive reference will be required from the employee's current or former Archdiocesan supervisor prior to employment in the new position.

Other than dates of employment and job title, no supervisor, pastor, principal, or agency director may release any information about a current or former employee to external sources, unless specifically authorized in writing by the Archdiocese Office of Human Resources and under limited circumstances.

ARCHDIOCESE OF WASHINGTON CATHOLIC SCHOOLS

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, Maryland 20782 | Mailing Address: Post Office Box 29260, Washington, DC 20017-0260 www.adwcatholicsschools.org | 301-853-4518 | schools@adw.org



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ADW Team Member Internal Rehire Acknowledgment

Request for _____ School Year

Name: _____ Phone: _____

Street Address: _____

City, State Zip: _____

Email: _____

Current School and Location: _____

ADW New School and Location: _____

Principal #1 (Principal of the current school.)

Printed Name: _____ Email: _____

Signature: _____ Date: _____

Principal #2 (Principal of the pending new school.)

Printed Name: _____ Email: _____

Signature: _____ Date: _____

Email this form to Schools@adw.org for acknowledgment.

This document acknowledges that the team member whose name appears on this form has served in the first-named Archdiocesan Catholic School and seeks to continue service at the new Archdiocesan Catholic School.

The principal receiving the document is required to confer with the current principal and verify the applicant prior to any offer of employment.

ADW team member internal rehire requires the signatures of the Assistant Superintendent for Teaching & Learning and the Associate Superintendent of Schools acknowledging the form has been received.

Associate Superintendent: _____ Date: _____

Assistant Superintendent: _____ Date: _____

Break-In-service Yes No

Human Resource Staff Signature: _____ Date: _____

HR Policy 252 requires a positive reference. This form is not a recommendation or positive reference. All ADW hiring requirements apply regardless of moving from one school to another.