



**Archdiocese of Seattle, Catholic Schools Department**

**EMPLOYMENT AGREEMENT  
Greater than 20 hrs/week Non-Certified Staff**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signing this Letter of Agreement confirms acceptance of the offer for employment as

\_\_\_\_\_ This position will begin \_\_\_\_\_  
(Job Title) (Date)

at \_\_\_\_\_  
(School/Parish)

The employee is entitled to all benefits currently offered to school employees.

Unless noted below vacations will be taken following the school schedule.

\_\_\_\_\_

Beginning salary will be \_\_\_\_\_ per hour / per month, paid over 12 months.

This position is offered with the understanding that the employee will provide authorization to work in the United States, have no convictions or criminal history found upon an authorized background check and agree to maintain absolute confidentiality of information heard or seen during their work relationship with the Archdiocese of Seattle.

\_\_\_\_\_  
(Employee) (Date)

\_\_\_\_\_  
(Principal) (Date)

\_\_\_\_\_  
(Pastor) (Date)

\_\_\_\_\_  
(Supervisor if not Principal or Pastor) (Date)