



# SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 688-1781  
http://www.scdsb.edu.on.ca

## TEACHING APPLICATION FORM

### PERSONAL INFORMATION

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

Phone number: 1- ( ) \_\_\_\_\_  
2- ( ) \_\_\_\_\_

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

Religious Faith: \_\_\_\_\_ \*\*

I have successfully completed the OCSTA/OECTA  
Ministry of Education Religious Education Part 1   
(as attached)

I agree to take the OCSTA/OECTA Ministry of Education  
Religious Education Part 1 (next time it is offered in Sudbury)  
(written agreement attached)

\*\*must provide the Board with a Catholic Faith Portfolio

### EDUCATION

Elementary School: \_\_\_\_\_ / Secondary School: \_\_\_\_\_

UNIVERSITY : \_\_\_\_\_

Degree: \_\_\_\_\_ Year \_\_\_\_\_

Three Year Course  Four Year Course  Major \_\_\_\_\_

Post Graduate Degree(s) \_\_\_\_\_

TEACHER'S COLLEGE / FACULTY OF EDUCATION: \_\_\_\_\_

Program Qualified to teach: Regular Program  French Immersion Program   
Panel Qualified to teach: Elementary  Secondary   
Division Qualified to teach: Primary  Junior  Intermediate  Senior   
Other: Pre-service Religious Education Program

### WORK EXPERIENCE

DO YOU HAVE ANY PREVIOUS TEACHING EXPERIENCE? YES  NO

If yes, please indicate where (school), in what capacity (as an occasional or a permanent teacher), length of time taught, what panel (elementary - secondary), what subject or grade level?

SCHOOL	CAPACITY	LENGTH	PANEL	SUBJECT/GRADE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please attach a copy of:

- your performance teaching evaluation (applicants with previous teaching experience)
- or
- your practicum placement reports (new graduates)

# TEACHING APPLICATION FORM

VOLUNTEER EXPERIENCE	CHARACTER REFERENCES												
<p><i>Have you done any volunteer work ?</i>            YES <input type="checkbox"/>      NO <input type="checkbox"/></p> <p>If yes, please indicate what type of volunteer work you have done?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>1.    Name: _____                  Phone: _____</p> <p>2.    Name: _____                  Phone: _____</p> <p>3.    Name: _____                  Phone: _____</p>												
WORK PREFERENCE	PROFESSIONAL DEVELOPMENT												
<p><i>Divisions Preferred:</i>            Primary <input type="checkbox"/>    Junior <input type="checkbox"/>      Intermediate <input type="checkbox"/>    Senior <input type="checkbox"/></p> <p><i>Program Preferred:</i>            Regular Program <input type="checkbox"/> /      French Immersion Program <input type="checkbox"/></p> <p><i>Special Interest areas (please check):</i></p> <table style="width: 100%; border: none;"> <tr> <td>Vocal Music <input type="checkbox"/></td> <td>Instrumental Music <input type="checkbox"/></td> </tr> <tr> <td>Core French <input type="checkbox"/></td> <td>Primary Specialist <input type="checkbox"/></td> </tr> <tr> <td>Family Studies <input type="checkbox"/></td> <td>Special Education <input type="checkbox"/></td> </tr> <tr> <td>Drama / Arts <input type="checkbox"/></td> <td>Mathematics <input type="checkbox"/></td> </tr> <tr> <td>Sciences <input type="checkbox"/></td> <td>Computers <input type="checkbox"/></td> </tr> <tr> <td>Other <input type="checkbox"/></td> <td></td> </tr> </table>	Vocal Music <input type="checkbox"/>	Instrumental Music <input type="checkbox"/>	Core French <input type="checkbox"/>	Primary Specialist <input type="checkbox"/>	Family Studies <input type="checkbox"/>	Special Education <input type="checkbox"/>	Drama / Arts <input type="checkbox"/>	Mathematics <input type="checkbox"/>	Sciences <input type="checkbox"/>	Computers <input type="checkbox"/>	Other <input type="checkbox"/>		<p><i>State your future goals as an educator:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>Other comments:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Vocal Music <input type="checkbox"/>	Instrumental Music <input type="checkbox"/>												
Core French <input type="checkbox"/>	Primary Specialist <input type="checkbox"/>												
Family Studies <input type="checkbox"/>	Special Education <input type="checkbox"/>												
Drama / Arts <input type="checkbox"/>	Mathematics <input type="checkbox"/>												
Sciences <input type="checkbox"/>	Computers <input type="checkbox"/>												
Other <input type="checkbox"/>													

**INFORMATION REQUIRED SO THAT WE MAY ASSESS YOUR APPLICATION**

- ONTARIO COLLEGE OF TEACHER'S CERTIFICATE OF REGISTRATION**
- ONTARIO COLLEGE OF TEACHER'S CERTIFICATE OF QUALIFICATION**
- PRACTICUM PLACEMENT REPORTS / PERFORMANCE EVALUATION**
- Q. E. C. O. EVALUATION CERTIFICATE AND LETTER**
- UNIVERSITY TRANSCRIPTS**
- FAITH REFERENCE PORTFOLIO**
- BAPTISMAL CERTIFICATE**
- OCSTA/OECTA MINISTRY RELIGIOUS EDUCATION PART 1 OR WRITTEN AGREEMENT TO TAKE PART 1 NEXT TIME IT IS OFFERED IN SUDBURY**
- CRIMINAL CHECK**
- TB TEST**
- BACHELOR OF EDUCATION DIPLOMA**

\_\_\_\_\_

*SIGNATURE OF APPLICANT*      *DATE OF APPLICATION*

*Please send your application along with copies of the requested information to:*

**THE SUDBURY CATHOLIC DISTRICT SCHOOL BOARD**  
**165A D'YOUVILLE STREET**  
**SUDBURY ON P3C 5E7**  
**ATTENTION: ROLAND MUZZATTI**  
**SUPERINTENDENT OF EDUCATION**



# SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE ST., SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670  
<http://www.scdsb.edu.on.ca>

## FAITH REFERENCE PORTFOLIO

Applicants for teaching positions with the **Sudbury Catholic District School Board** are asked to submit the following pieces of information as mandatory pre-requisites for hiring:

1. Catholic Faith Portfolio - Appendix A (attached)
2. Current Catholic Parish Membership - Appendix B (attached)
3. Catholic Pastoral Reference - Appendix C (attached)
4. Two Letters of Reference - Appendix D (attached)
5. *OCSTA/OECTA Religious Education part 1 course* - Appendix E (attached)
6. **(FOR NEW GRADS ONLY)**  
*The pre-service certificate in religious education or a certificate of equivalency (courses in theology or religious studies). Please complete and have professor sign the attached letter to confirm registration for pre-service in religious education .*

Catherine McCullough  
Director of Education  
and Secretary of the Board

Revised November 7, 2008



# SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE ST., SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670  
<http://www.scdsb.edu.on.ca>

## FAITH REFERENCE PORTFOLIO

### APPENDIX A

#### CATHOLIC FAITH PORTFOLIO FOR CANDIDATES SEEKING A POSITION WITH THE SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CURRENT PHONE: \_\_\_\_\_

PHONE (after completion of Bachelor of Education Program): \_\_\_\_\_

#### PERSONAL ASSESSMENT AND COMMITMENT

1. Please indicate how you currently contribute and participate in the life of Catholic community and/ or a Catholic parish.

---

---

---

---

2. How has this involvement contributed to growth in your Catholic faith?

---

---

---

3. How do you see yourself continuing to grow in your Catholic faith life as a professional educator?

---

---

---

Revised November 7, 2008



# **SUDBURY CATHOLIC DISTRICT SCHOOL BOARD**

165A D'YOUVILLE ST., SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670  
<http://www.scdsb.edu.on.ca>

## **FAITH REFERENCE PORTFOLIO**

### **APPENDIX A - Continued**

#### **CATHOLIC FAITH PORTFOLIO FOR CANDIDATES SEEKING A POSITION WITH THE SUDBURY CATHOLIC DISTRICT SCHOOL BOARD**

4. I would be an asset as a teacher in the Sudbury Catholic education system because.....

---

---

---

---

#### ***DECLARATION OF INTENT***

I ASSURE THE SUDBURY CATHOLIC DISTRICT SCHOOL BOARD THAT I will strive to be a person of good moral character consistent with the expectations of the Catholic Church.

As a member of the Catholic teaching community

1. I will live according to my faith, give witness to my faith and avoid anything that could weaken my faith.
2. I will maintain a connection to the Catholic Church.
3. I will uphold the Catholic philosophy of education.
4. I will seek to infuse gospel values across the curriculum
5. I will influence and strengthen the spiritual growth of the students and act as an appropriate role model within the Catholic school community.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised November 7, 2008



# SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE ST., SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670  
http://www.scdsb.edu.on.ca

## FAITH REFERENCE PORTFOLIO

### APPENDIX B

#### CURRENT CATHOLIC PARISH MEMBERSHIP

*(To be completed by a Pastor, Associate Pastor, Deacon,  
Diocesan Order of Service, Parish Secretary, etc.)*

Candidate's Name: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Position Held in Parish: \_\_\_\_\_

Name of Catholic Parish: \_\_\_\_\_

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

1. This person is a registered member of the parish.

(Please specify date of registration: \_\_\_\_\_)

2. This person is involved in the community life of the parish.

yes

no

If yes, please identify:

Sunday attendance

Ministry

Other

3. Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised November 7, 2008



# SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE ST., SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670  
http://www.scdsb.edu.on.ca

## FAITH REFERENCE PORTFOLIO

### APPENDIX C

#### CATHOLIC PASTORAL REFERENCE

#### Note to the Pastor:

This form is to be completed by a priest who knows the candidate well. This form does **NOT** need to be completed by the candidate's current pastor.

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Priest: \_\_\_\_\_ Date: \_\_\_\_\_

#### 1. Priest's Knowledge of the Candidate *(Please check one or more of the following)*

I have

- ongoing personal knowledge of the individual as a member of the parish
  - personal knowledge of the individual in the past
  - knowledge of the candidate's family
  - knowledge through a personal interview
  - other
- 
- 

#### 2. Recommendations Based On My Knowledge of the Individual:

- The individual is of good moral character consistent with the expectations of the Catholic Church.
- The individual is a practising Catholic who is in full communion with the Church and accepts and professes the essential truths of the Catholic Faith.
- The individual has no serious problems with faith.
- The individual will provide appropriate religious instruction in the Catholic Faith and be an appropriate role model for employment with the Sudbury Catholic District School Board.
- The individual will influence and strengthen the spiritual growth of the students within the Catholic community.

Revised November 7, 2008



# SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE ST., SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670  
http://www.scdsb.edu.on.ca

## FAITH REFERENCE PORTFOLIO

### APPENDIX C - Continued

#### CATHOLIC PASTORAL REFERENCE

3. **Reference:** (You may wish to answer or comment on some or all of the following.)
- a) The candidate participates in the sacramental life of the Church.
- regularly
  - occasionally
  - infrequently
  - not known to me
- b) The candidate is involved in service: in the Church, in the broader community (e.g. Lector, Eucharistic Minister, Sacramental Preparation)
- regularly
  - occasionally
  - infrequently
  - not known to me
- c) The candidate comes from a Catholic background.
- yes
  - no
  - not known to me
- d) In my opinion, the candidate possesses attitudes and dispositions which will serve Catholic Education positively.
- yes
  - no
  - not known to me
- e) The candidate appears to have an appreciation of teaching in a Catholic school as a vocation and ministry, not merely a job.
- yes
  - no
  - not known to me

4. **Further Comments if desired:**

---

---

Name of Catholic Priest: \_\_\_\_\_

Name of Catholic Parish: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised November 7, 2008



# **SUDBURY CATHOLIC DISTRICT SCHOOL BOARD**

165A D'YOUVILLE ST., SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670  
<http://www.scdsb.edu.on.ca>

FAITH REFERENCE  
PORTFOLIO

APPENDIX D

TWO LETTERS OF REFERENCE

1. Please submit a personal letter of reference at this point.
2. Please submit a professional letter of reference at this point.

Revised November 7, 2008



# **SUDBURY CATHOLIC DISTRICT SCHOOL BOARD**

165A D'YOUVILLE ST., SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670  
<http://www.scdsb.edu.on.ca>

## FAITH REFERENCE PORTFOLIO

### APPENDIX E

OCSTA/OECTA Religious Education part 1 course

As part of my commitment to Catholic Education, I will register and successfully complete the Religious Education Part 1 Additional Qualification Course operated by OECTA and OCSTA within twenty-four (24) months of my date of hire .

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised November 7, 2008