# Teaching Application Form

## Personal Information

| Name:          | ____________________________________________ | Religious Faith: __________________** |
| Phone number:  | 1- ( ) 2- ( )                              | I have successfully completed the OCSTA/OECTA Religious Education Part 1 (as attached) |
| Address:       | ____________________________________________ | OR I agree to take the OCSTA/OECTA Religious Education Part 1 (written agreement attached) **must provide the Board with a Catholic Faith Reference Portfolio |
| Email:         | ____________________________________________ | |

## Education

| University: | ____________________________________________ |
| Type of Degree: | ____________________________________________ | Major | Year |
| Bachelors Degree (3 Years) | or | Honours Degree (4 Years) |
| Post Graduate Degree(s) | ____________________________ |

**Teacher's College / Faculty of Education:**

**Qualifications:**

- Program qualified to teach:  
  - Regular Program
  - French Immersion Program
- Panel qualified to teach:  
  - Elementary
  - Secondary
- Division qualified to teach:  
  - Primary
  - Junior
  - Intermediate
  - Senior
- Other areas (check all that apply):  
  - Pre-service Religious Education Program
  - Core French
  - Sciences
  - Instrumental Music
  - Tech Studies
  - Family Studies
  - Special Education
  - Drama /Arts
  - Mathematics
  - Computers
  - Principal
  - Other: (e.g. Native Studies, Principal)

## 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?

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<th>School</th>
<th>Capacity</th>
<th>Length</th>
<th>Panel</th>
<th>Subject/Grade</th>
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Please attach a copy of:

- your performance teaching evaluation(s) (applicants with previous teaching experience)
  or
- your practicum placement reports (new graduates)
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 Ministry of Education 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.

Joanne Bénard
Director of Education

*Updated February 3, 2015*
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?
   _____________________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________

Updated February 3, 2015

Our Vision:
Sudbury Catholic Schools… Creating hopes and dreams through excellence.

Our Mission:
To nurture and develop the mind, body and spirit of every student within our Catholic learning community.

“SCHOOLS TO BELIEVE IN”
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

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“SCHOOLS TO BELIEVE IN”
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 ___________________________

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“SCHOOLS TO BELIEVE IN”
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.

Updated February 3, 2015
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 ______________

Updated February 3, 2015
1. Please submit a personal letter of reference at this point.

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

Updated February 3, 2015
As part of my commitment to Catholic Education, I will register and successfully complete the Religious Education Part 1 Additional Qualification Course offered by OECTA and OCSTA within twenty-four (24) months of my date of hire.

Signature ____________________________ Date ____________________________

Updated February 3, 2015
**TEACHING APPLICATION FORM**

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<tr>
<th>VOLUNTEER EXPERIENCE</th>
<th>PROFESSIONAL REFERENCES</th>
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<tbody>
<tr>
<td><strong>Have you done any volunteer work?</strong></td>
<td>Please provide the name and relationship (e.g. supervisor, associate teacher) of 3 professional references:</td>
</tr>
<tr>
<td>YES ☐ NO ☐</td>
<td>1. Name: __________________________ Relationship: __________________________</td>
</tr>
<tr>
<td>If yes, please indicate what type of volunteer work you have done?</td>
<td>2. Name: __________________________ Relationship: __________________________</td>
</tr>
<tr>
<td></td>
<td>3. Name: __________________________ Relationship: __________________________</td>
</tr>
</tbody>
</table>

**PROFESSIONAL DEVELOPMENT**

State your future goals as an educator:

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Other comments:

____________________________________________________________________________________________

____________________________________________________________________________________________

**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

☐ Catholic Faith Reference Portfolio (Appendices A-B-C-D-E)

☐ Baptismal Certificate

☐ Bachelor of Education Degree

**SIGNATURE OF APPLICANT** __________________________ **DATE OF APPLICATION** __________________________

Please note that a condition of employment is the completion of a criminal background check with vulnerable sector checked, satisfactory to the Board that is completed within 6 months prior to employment.

The Sudbury Catholic District School Board’s policy EL50 outlines our process for Academic staff hiring, promotions, and dismissals. Our Board also has a Leadership and Succession Planning Program to encourage, identify, prepare, select, support, mentor, and train and develop our current and future leaders in our Catholic education system. Please visit our website for further details regarding our policy EL50 and our Leadership and Succession Planning Program.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected under the authority of the Education Act and will be used for employee recruitment purposes. All applicants are thanked for their interest; however, only those selected for an interview will be contacted.

**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: HUMAN RESOURCES

Revised January 2011