



**SUDBURY  
CATHOLIC  
DISTRICT  
SCHOOL BOARD**

165A D'Youville Street  
Sudbury ON P3C 5E7  
705 673 5620  
[sudburycatholicschools.ca](http://sudburycatholicschools.ca)

## TEACHER APPLICATION CHECKLIST

Thank you for your interest in joining the Sudbury Catholic Team. We welcome you to apply online at [sudburycatholicschools.simplification.com](http://sudburycatholicschools.simplification.com).

Please register and upload the following documents to your ApplyToEducation (simplification) account:

- ☐ Resume, including cover letter
- ☐ Names of 3 professional references
- ☐ Current Ontario College of Teacher's Certificate of Qualification and Registration (if available)
- ☐ Q. E. C. O. Certificate and Letter (if available)
- ☐ Bachelor of Education Degree and University Transcripts
- ☐ Practicum Placement Reports and/or Performance Evaluation
- ☐ Faith Reference Portfolio for Teacher Applicants (Appendix A)
- ☐ Priest Reference Form for Teacher Applicants (Appendix B) or written reference letter from priest
- ☐ Two professional letters of recommendation
- ☐ Proof of completion of the pre-service course in Religious Education or Pre-Service Certificate in Religious Education, or certificate of equivalency (university courses in theology or religious studies)

The Sudbury Catholic District School Board Policy EL50 outlines the process for Academic Staff Hirings, Promotions and Dismissals. Please visit our website for further details regarding our Policy EL50.



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## **Appendix A**

### **Faith Reference Portfolio for Teacher Applicants**

(to be completed by the applicant)

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

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

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

#### **PERSONAL ASSESSMENT**

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

As a member of the Catholic teaching community,

1. I will provide religious instruction in the Catholic Faith using the curriculum approved by the School Board and as requested by the principal;
  2. I will seek to infuse gospel values across the curriculum;
  3. I will influence and strengthen the spiritual growth of the students and act as an appropriate role model within the Catholic school community.
2. My contribution and participation in the life of the broader community and the Catholic parish includes ... *(Your reflection here should include service to the common good of society as well as to your faith community.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Appendix A, Faith Reference Portfolio for Teacher Applicants (Page 2)*

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

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\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

**WITNESS**

- (1) The witness is not to be seen as another pastoral reference but rather as a witnessing signatory. Simply, they testify to (a) the identity of the teacher candidate signing this document and (b) to the fact that they witnessed the teacher candidate sign this document in their presence.
- (2) Applicants must be known to the witness for at least two years within the last five years. The one exception to this two year requirement would be the candidate's faculty of education religion instructor.
- (3) Acceptable witnesses include a priest, religious sister or brother, deacon, faculty of education religion instructor, Catholic school principal, Catholic school teacher, Catholic supervisory officer or chaplain.

Name: \_\_\_\_\_ Position/Parish: \_\_\_\_\_

Address:

\_\_\_\_\_

Phone No: \_\_\_\_\_ I have known the applicant for \_\_\_\_\_ year(s).

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## **REFLECTION PAPER**

(Please respond to the following STATEMENT in 200 – 250 words, double spaced.)

IT IS MY DESIRE TO TEACH WITH THE SUDBURY CATHOLIC DISTRICT SCHOOL BOARD  
BECAUSE...

## **Appendix B: Priest Reference Form for Teacher Applicants**

Name of Applicant: \_\_\_\_\_

Name of Pastor: \_\_\_\_\_

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

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

### **KNOWLEDGE OF THE CANDIDATE**

*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 (please specify ) \_\_\_\_\_

Comments:

### **Reference**

*You may wish to answer or comment on some or all of the following:*

The candidate participates in the sacramental life of the Church.

- ☐ regularly
- ☐ occasionally
- ☐ infrequently

Comments:

The candidate is involved in service: in the Church, in the broader community ( e.g. Lector, Youth Group, Out of the Cold, Food Bank ).

- ☐ yes
- ☐ no
- ☐ not known to me

Comments:

The candidate has shown a commitment to the Catholic faith over the period of time that I have known him/her.

- ☐ yes
- ☐ no
- ☐ not known to me

Comments:

In my opinion the candidate has demonstrated qualities that display leadership ability which would serve the Board well should the candidate take a leadership position in the Board.

- ☐ yes
- ☐ no
- ☐ not known to me

Comments:

Please feel free to add any additional comments below

Pastor's Signature: \_\_\_\_\_