



**SUDBURY
CATHOLIC
DISTRICT
SCHOOL BOARD**

165A D'Youville Street
Sudbury ON P3C 5E7
705 673 5620
sudburycatholicschools.ca

TEACHER APPLICATION CHECKLIST

Thank you for your interest in joining the Sudbury Catholic Team!

We welcome you to apply online at sudburycatholicschools.simplication.com. Please register and upload the following documents to your ApplyToEducation (simplication) account, view and apply to postings:

- Resume, including cover letter and the names of 3 professional references
- Current Ontario College of Teacher's Certificate of Qualification and Registration
- Practicum Placement Reports and/or most recent Performance Evaluations
- Faith Reference Portfolio for Teacher Applicants (Appendix A) and Priest Reference Form for Teacher Applicants (Appendix B) or written reference letter from priest
- Two professional letters of recommendation

If available, please upload proof of completion of the pre-service Teaching in Catholic Schools course (or equivalency), your Q.E.C.O. Certificate and your Bachelor of Education Degree and University Transcripts.

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 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?

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

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 (not a family member or relative).

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 in a Catholic school because...



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Appendix B

Priest Reference Form for Teacher Applicants

1. Name of Teacher Applicant: _____

Address of Teacher Applicant:

2. 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 (please explain)

3. Reference: (You may wish to answer or comment on some or all of the following):

a) The candidate participates in the sacrament 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, youth group, Food Bank, etc.)

yes

no

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: _____

Address: _____

Signature of Catholic Priest

Date