



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

## TEACHER APPLICATION PACKAGE

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

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

- Teaching Application Form
- Resume, including cover letter and the 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 (Appendix A)
- Pastoral Reference (Appendix B) – Candidates may choose to submit a written letter in lieu of the form.
- 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)

Additional comments/information:

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE OF APPLICATION

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.



**SUDBURY  
CATHOLIC  
DISTRICT  
SCHOOL BOARD**

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

## TEACHING APPLICATION FORM

### A. PERSONAL INFORMATION

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

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

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

ALTERNATE TELEPHONE - CELL: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

RELIGIOUS DENOMINATION:  
\_\_\_\_\_

I have successfully completed Religious Education Part 1

SPOKEN LANGUAGES: \_\_\_\_\_

WRITTEN LANGUAGES: \_\_\_\_\_

### B. REFERENCES

#### PASTORAL REFERENCE (WRITTEN)

NAME	TITLE	PARISH	TELEPHONE
------	-------	--------	-----------

#### PROFESSIONAL REFERENCE (WRITTEN)

NAME	TITLE	EMPLOYER/ORGANIZATION	TELEPHONE
------	-------	-----------------------	-----------

#### PROFESSIONAL REFERENCE (WRITTEN)

NAME	TITLE	EMPLOYER/ORGANIZATION	TELEPHONE
------	-------	-----------------------	-----------

C. POST- SECONDARY EDUCATION			
DEGREE/DIPLOMA	SPECIALIZATION	INSTITUTION	YEAR OF COMPLETION

D. TEACHING CERTIFICATION
<p><input type="checkbox"/> Certificate of Registration (Ontario College of Teachers)</p> <p><input type="checkbox"/> OCT Registration Number: _____</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p>Basic Qualifications:   <input type="checkbox"/> Primary   <input type="checkbox"/> Junior   <input type="checkbox"/> Intermediate   <input type="checkbox"/> Senior</p> <p>Teachable Subjects:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

E. ADDITIONAL QUALIFICATIONS
<p><input type="checkbox"/> French As A Second Language Part(s)                      <input type="checkbox"/> Religious Education Part(s)</p> <p><input type="checkbox"/> Special Education Part(s)    <input type="checkbox"/> Instrumental Music Part(s)</p> <p>Other (specify):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Teacher Application Form (Page 3)

F. TEACHING EXPERIENCE			
Have you previously taught for the Sudbury Catholic District School Board? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, in what years? _____			
In what capacity? _____			
Are you a retired teacher on Teachers Pension Plan (TPP)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Teaching Experience:			
School Principal	Location	Year	Grade

Personal Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employee recruitment and selection purposes. If you require a disability related accommodation to participate in the recruitment process, or if you have questions about this collection of information, please contact Human Resources at (705) 673-5620. Thank you for your interest in Sudbury Catholic Schools.



**SUDBURY  
CATHOLIC  
DISTRICT  
SCHOOL BOARD**

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

## **Appendix A Faith Reference Form 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 Form for Teacher Applicants (Page 2)

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.

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...



**SUDBURY  
CATHOLIC  
DISTRICT  
SCHOOL BOARD**

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

## **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



*Appendix B, Priest Reference Form for Teacher Applicants (Page 2)*

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