



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670
www.sudburycatholicschools.ca

EARLY CHILDHOOD EDUCATOR APPLICATION PACKAGE

We welcome you to apply by submitting the following documents by email to:
employment@sudburycatholicschools.ca :

- Early Childhood Educator Application Form
- Resume, including cover letter and the names of 3 professional references
- Current Certificate of Membership with the College of Early Childhood Educators (if available)
- Early Childhood Educator Diploma and college transcripts
- Completed Catholic Faith Reference Portfolio (page 3 onwards of this package)
- Two professional letters of recommendation

If you have not included a document, please explain why.

I hereby declare that the information I have provided in my package is true and complete to my knowledge, including my employment history. I understand that a false statement may disqualify me from employment, or cause my dismissal.

SIGNATURE OF APPLICANT

DATE OF APPLICATION

Please note the conditions of employment: the completion of a criminal background check with vulnerable sector checked, satisfactory to the Board that is completed within 6 months prior to employment; as well as the Certificate of completion for the Ministry of Labour Health and Safety Awareness Training for Workers. *(The details will be provided to you following your offer of 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.

Updated September 29,2016

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"

EARLY CHILDHOOD EDUCATOR APPLICATION FORM

PERSONAL INFORMATION

Name: _____

Phone number:

1) _____

2) _____

Address:

Email:

Religious Faith: _____

Bilingual (English/French)? YES NO

Program(s) that you are applying for:

Regular Program

French Immersion Program

EDUCATION

Secondary School: _____

College: _____

Diploma: _____ **Year** _____

ADDITIONAL QUALIFICATIONS/CERTIFICATES: _____

WORK EXPERIENCE

HAVE YOU PREVIOUSLY WORKED FOR THE SUDBURY CATHOLIC DISTRICT SCHOOL BOARD? yes no

IF YES, IN WHAT YEAR(S)? _____ **IN WHAT CAPACITY?** _____

PLEASE OUTLINE ANY PREVIOUS RELATED EXPERIENCE. N/A

School/Daycare/Other	Position	Start Date to End Date

PLEASE OUTLINE ANY RESTRICTIONS ON YOUR AVAILABILITY. N/A

PLEASE OUTLINE ANY VOLUNTEER WORK. N/A

Personal Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be protected under that Act. It 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.

Catholic Faith Reference Portfolio

Applicants for Early Childhood Educator positions with the **Sudbury Catholic District School Board** are asked to submit the following information as mandatory prerequisites for hiring.

1. Personal Catholic Faith Assessment - *Appendix A*
2. Candidate's Reflection Paper – *Appendix B*
3. Priest Reference Form for Early Childhood Educator Applicants - *Appendix C*

Joanne Bénard
Director of Education

Appendix A
Personal Catholic Faith Assessment

(to be completed by the applicant)

NAME:

ADDRESS:

CURRENT PHONE:

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, I will strive

1. to provide religious instruction in the Catholic Faith using the curriculum approved by the School Board and as requested by the principal;
2. to seek to infuse gospel values across the curriculum;
3. to 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?

Candidate's Signature

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 Early Childhood Educator candidate signing this document and (b) to the fact that they witnessed the educator 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.
- (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 _____ Date _____

APPENDIX B
REFLECTION PAPER

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

IT IS MY DESIRE TO EDUCATE IN A CATHOLIC SCHOOL WITH THE SUDBURY CATHOLIC DISTRICT SCHOOL BOARD BECAUSE...

Appendix C

Priest Reference Form for Early Childhood Educator Applicants

Priest reference for:

Name of Early Childhood Educator Applicant: _____

Address of Early Childhood Educator Applicant: _____

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 (please explain)
-

2. 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, youth group, Out of the Cold, 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 educating in a Catholic school as a vocation and ministry, not merely a job.

yes

no

not known to me

3. Further comments if desired:

Name of Catholic Priest: _____

Address: _____

Signature

Date