

## INFORMATION FOR TEACHER APPLICANTS

Thank you for offering yourself to the ministry of Catholic Education in Greater Saskatoon Catholic Schools. The following information details application/employment procedures and required documentation.

- Applicants must provide a Saskatchewan teaching certificate or proof of eligibility for same.
- Applicants **must** submit a copy of their university transcripts of academic standing.
- Greater Saskatoon Catholic Schools is committed to achieving and maintaining a workforce which reflects and affirms the diversity of our school division. Applicants of **ABORIGINAL** ancestry are encouraged to self-identify. Please see page one (1) of the application form.
- Applicants are asked to submit Faith Reference documents. Please follow procedures outlined in the Message to Applicants section of our application form.
- Applicants can expect professional references will be solicited from present and past employers/supervisors unless the applicant specifically requests that an individual not be contacted.
- Applicants are requested to inform Human Resource Services of any changes to their **NAME, ADDRESS, TELEPHONE NUMBERS, or E-MAIL ADDRESS.**

Greater Saskatoon Catholic Schools welcomes applications from teachers of all faith backgrounds with the understanding preference is given to practicing Catholics.

Greater Saskatoon Catholic Schools will make contact with applicants selected for an interview.

**Applicant Checklist** - Please include the following documents with your application.

- Application Form
- Resume
- Teaching Certificate or proof of eligibility
- Copy of university transcripts
- Teacher Evaluation or Student Internship Report
- Faith Reference documents

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- As part of its screening process, Greater Saskatoon Catholic Schools requires all employees new to the school division to provide a **CRIMINAL RECORD CHECK (VULNERABLE SECTOR SEARCH)** from an authorized Police Service. All offers of employment shall be contingent upon the receipt and the satisfactory review of the information.
  - Following the confirmation of addition to the substitute teacher roster or a teaching contract, applicants are required to provide a copy of their Birth Certificate, Social Insurance Number, and Saskatchewan Teacher Certificate. An original transcript of academic standing must be **sent directly to** Greater Saskatoon Catholic Schools from the post-secondary institute.
  - Successful applicants who have substitute teaching or teaching experience with other school divisions must provide proof of such experience by having previous employers complete a **TEACHER'S RECORD OF EXPERIENCE AND ACCUMULATIVE SICK LEAVE**. The form is included with the substitute teacher package and the offer of a teaching position.
  - Teachers are employed by the school division; placement is dependent on needs/requirements within the division.
  - Further information is available from Human Resource Services (306-659-7039).

## TEACHER APPLICATION

### PERSONAL DATA

Name in Full (Please Print) \_\_\_\_\_

Former Name (If previously employed with Greater Saskatoon Catholic School) \_\_\_\_\_

**Current Address** \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

**Permanent Address** \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Religion \_\_\_\_\_ Languages Spoken Other Than English \_\_\_\_\_

Social Insurance No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

Date available/eligible to commence employment \_\_\_\_\_

**Person of Aboriginal Ancestry** (Treaty Indian, Non-Status Indian, Métis or Inuit)

### EDUCATION

Post Secondary	Degree/Diploma	Date Completed	Subject Area Specialties

#### Education Degree – Program of Study:

Primary Education       Middle Years       Secondary Education

Secondary Major(s): \_\_\_\_\_ Secondary Minor(s): \_\_\_\_\_

#### Special Training (Select all that apply):

Aboriginal Education     Art     Band     Core French     French Immersion     Counseling  
 Drama     EAL     Early Childhood Education     Industrial Arts     Music     Physical Education  
 Religious Education     Special Education     Technology    Other(s) \_\_\_\_\_

#### Position(s) sought:

Primary Education       Middle Years       Secondary Education

## STUDENT INTERNSHIP EXPERIENCE

If you have no substitute teaching experience or teaching experience under contract, please complete this section to provide information about student internship.

School	Address	Postal Code	Dates	Grades/Subjects
Cooperating Teacher	Address	Postal Code	Telephone (w)	E-mail Address

## TEACHING EXPERIENCE

Include substitute teaching and experience on contract with a valid teaching certificate.

Have you previously held a teaching position in our division?  Yes  No

If yes, please provide information (i.e. years, grades) \_\_\_\_\_

Please provide details of teacher experience outside of Greater Saskatoon Catholic Schools:

Name of School Division	Name of School	Position Held Grades Taught H.S. Subjects	% of Contract	From		To	
				Month	Year	Month	Year
				<b>Total experience</b>	<b>yrs</b>	<b>days</b>	

\*100% contract for academic year equals one (1) year of experience

High School Accreditation:  Yes  No If Yes, subjects: \_\_\_\_\_

**ADDITIONAL INFORMATION** (Other related experience, special or extra-curricular interests/skills, etc.)

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Please submit copies of any superintendent or principal reports you may have along with this application.

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## PROFESSIONAL REFERENCES

Please provide three professional references (i.e. Directors of Education, Superintendents of Education, Principals, Professors and/or teachers) from whom additional information may be obtained about recent teaching.

(1) \_\_\_\_\_  
Name Title E-Mail Address

\_\_\_\_\_  
Address Postal Code Telephone

(2) \_\_\_\_\_  
Name Title E-Mail Address

\_\_\_\_\_  
Address Postal Code Telephone

(3) \_\_\_\_\_  
Name Title E-Mail Address

\_\_\_\_\_  
Address Postal Code Telephone

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## TEACHER CERTIFICATION:

Saskatchewan Teaching Certificate Number \_\_\_\_\_ Certificate Pending

Certificate Type (i.e. Provisional, Professional A or B) \_\_\_\_\_

Teachers appointed to St. Paul's R.C.S.S.D. #20 must hold a valid Saskatchewan Teacher Certificate. Applicants, who do not have a valid Saskatchewan Teacher Certificate, should contact Teacher Services - Saskatchewan Education, immediately, to determine eligibility for a certificate. No contract can be entered upon without confirmation of eligibility for a Saskatchewan Teacher Certificate.

Teacher Services  
Saskatchewan Education  
1840 Lorne Street  
Regina SK S4P 2L7  
Phone: 306-787-6085

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## DECLARATION

I certify the statements made by me in this application are true and complete to the best of my knowledge and beliefs and are made in good faith.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant

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For Office Use Only: Processed \_\_\_\_\_ Interview Date \_\_\_\_\_

Comments:

## **FAITH REFERENCE DOCUMENT**

### **TEACHER APPLICANT**

Message to Teacher Applicants:

Procedures for submitting Faith Reference documents:

1. Complete the Teacher Introduction and Faith Letter. Please note that question three (3) is intended to highlight faith-based activities outside of traditional forms of church participation. Examples include Formation Programs, Catholic Youth Leadership and volunteer experiences with Catholic organizations. This question also is intended to provide an opportunity to detail faith-based activities that demonstrate the diversity within which the Catholic faith is practiced.
2. Make an appointment to discuss this letter with your Parish Priest/Parish Designate.
3. Please provide your Parish Priest/Parish Designate with the *Message to Parish Priest/Parish Designate* Request that your Parish Priest/Parish Designate complete the Pastoral Letter form (provide them with the blank copy attached). The Parish Priest/Parish Designate is to submit this form directly to Greater Saskatoon Catholic Schools – Human Resource Services.
4. Teachers are to submit the Teacher Introduction and Faith Letter directly to Greater Saskatoon Catholic Schools – Human Resource Services as part of the application package.

**TEACHER INTRODUCTION AND FAITH LETTER**

(To be completed by teacher applicant)

**FAITH REFLECTIONS:**

1. Which parish do you presently attend? \_\_\_\_\_  
 a) Have you formally registered at the Parish? \_\_\_\_\_  
 b) Year Registered: \_\_\_\_\_

2. List the Parish ministries in which you are involved currently.

3. Describe any other faith-based activities that you are or have been involved with.

4. I am interested in teaching in a Catholic school because ...

5. I see myself continuing to grow in my faith life as a Catholic teacher through:

Teacher's Name (Please print name)	Date	Signature
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Parish Priest/Parish Designate (Please print name)	Parish Name	Signature
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Parish Designate Title	Date	
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Please feel free to use additional paper if required.

## **FAITH REFERENCE DOCUMENT**

### **PARISH PRIEST/PARISH DESIGNATE**

Message to Parish Priest/Parish Designate:

Our school division effectiveness is impacted by the quality of our staff more than any other single factor. Our school division has endeavored to employ high quality men and women who are committed to the unique mandate of Catholic Education. To that end parish priests/pastoral associates play a significant role in assessing the suitability of candidates to our system by completing spiritual references. The feedback that you provide through this process is valued greatly.

For your information, once an individual is employed by our school division we require that:

- The candidate will register and remain active at a Catholic Parish in the Saskatoon Diocese/Ukrainian-Catholic Eparchy of Saskatoon.
- The candidate will complete Catholic Studies 105.3 and 106.3 within the first two years of employment. These classes cover the content that was part of the provincial Understanding Your Faith Series, which is sponsored by the Bishops of Saskatchewan.
- The candidate's growth plan be reviewed with a Superintendent of Education during the first two years of employment and with in-school administrators thereafter. All growth plans are expected to address the area of spiritual wellness.
- The candidate will abide by the ideals and principles common to members of the Catholic Church and, by word and example, encourage Catholic students to do likewise.



**PASTORAL LETTER**

(To be completed by Parish Priest/Parish Designate)

Parish Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

This letter will acknowledge my introduction to this prospective teacher with Greater Saskatoon Catholic School Division. I received and discussed this candidate's Letter of Introduction and Faith Reflection.

Parish Priest/Parish Designate Comments:

\_\_\_\_\_  
Parish Priest/Parish Designate  
(Please print name)

\_\_\_\_\_  
Parish Designate Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign, place stamp or seal of Parish on document, and mail the completed form directly to:

Greater Saskatoon Catholic Schools  
Superintendent of Education  
Human Resource Services  
420 – 22<sup>nd</sup> Street East  
Saskatoon SK S7K 1X3  
**(Fax or e-mail documents will not be accepted)**

This document will be treated confidentially.