



Holy Family Catholic Regional Division

APPLICATION FOR TEACHING POSITION

INFORMATION FOR APPLICANTS

- In order for the application to be complete the following items are required either at the time application is submitted or as soon as possible thereafter.
 - An Alberta Teaching Certificate or a photocopy of same. Out-of-province applicants may obtain a certificate by applying to the Registrar, Alberta Education, 44 Capital Boulevard, 10044 – 108 Street Edmonton, Alberta, T5J 5E6, or apply online www.education.gov.ab.ca/k-12/teaching/certificate
 - An evaluation for salary purposes. Apply to the Teachers' Qualification Service, Alberta Teachers' Association, 11010 – 142 Street, Edmonton, Alberta, T5N 2R1, or apply online www.teachers.ab.ca/Salary+and+Benefit/Teacher+Salary+Qualifications.htm
 - For applicants without teaching experience, include transcripts of your training at university or training college and copies of student teaching reports.
 - Criminal record statement including a vulnerable sector search and local indices search.
 - Alberta Children's Services – Intervention Record Check.
 - Only interviewed applicants will be contacted.
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PERSONAL DATA

Full Name _____ Social Insurance No. ____ - ____ - ____
Present Address _____ Phone No. _____
City _____ Province _____ Postal Code _____
Permanent Address _____ Phone No. _____
City _____ Province _____ Postal Code _____
Place of Birth _____ Date of Birth _____
Are you of the Roman Catholic Faith? Yes No Email: _____
Application is for: Part-Time Full-Time Substitute Teaching

EDUCATION RECORD

University/College Training: Years beyond high school.

Institution	Years of Attendance	Major Field	Minor Field

CERTIFICATION

If you hold an Alberta Teaching Certificate complete the following section:

Check Type of Certificate: Professional Provisional Condition _____
 Standard E Standard S Other Type _____
 Permanent Certificate No. _____
 Interim Certificate No. _____ Expiry Date _____

If you do NOT hold an Alberta Teaching Certificate, complete the following section:

- I will contact the registrar, Alberta Education, regarding certification.
- I have applied to Alberta Education for Teaching Certification and have not yet received a decision.
- I am a student at one of the Universities of Alberta and certification will be recommended by my Dean.
- I have received notice from Alberta Education that I am eligible for certification. I was advised that the Type of certificate to be granted is _____
- I presently hold a _____ teaching certificate which was received from the Province/Country of _____

SPECIAL TRAINING

Check any special training or experience you have had in the following:

Arts Business Ed. Drama Phys. Ed. Technology Practical Arts Music
Native Ed. Religious Ed. Special Ed. French Counseling CTS
Other _____

Comment on any interests, hobbies, professional activities, work experience (excluding teaching experience), recreational activities, which may be of interest to our jurisdiction.

Update: April 4, 2011

TEACHING EXPERIENCE

List in order starting with most recent

Month/Year From to	Jurisdiction	Position Held Grade(s) Taught	Name of Principal

Total years of teaching experience: _____ Years _____ Months

PREFERRED TEACHING POSITION

Indicate your first and second choice of level at which you wish to teach.

Kindergarten Primary Upper Elementary (4 – 6) Jr. High (7-9) Sr. High (10-12)
 English Program French Immersion Program Special Education

State subject area preferences in terms of first and second choice:

Elementary: 1. _____ 2. _____
 Junior High: 1. _____ 2. _____
 Senior High: 1. _____ 2. _____

CRIMINAL RECORD/CHILD WELFARE INFORMATION SYSTEM CHECK

Most positions with Holy Family Catholic Regional Division No. 37 involve contact with students. It is for this reason that the Board requires that an approved application includes **(dated within 90 days), a criminal record check, vulnerable sector search, local indices search and child intervention record check.**

Applicants with criminal convictions will be required to obtain a full criminal record check. The conviction for a crime does not automatically disqualify an applicant from employment. Holy Family Catholic Regional Division will consider the nature of any conviction in relation to the position for which an individual is applying.

Have you ever been charged under the criminal code? Yes No

If yes, describe the circumstances and the nature of the charges.

Have you ever been investigated by Child Welfare? Yes No

If yes, describe the circumstances and the nature of the investigation.

REFERENCES

Name	Position	Phone

If available include a reference from a parish priest or another member of the clergy

STATEMENT OF COMMITMENT

Holy Family Catholic Regional Division strives to give every student a sound education in a Christian atmosphere based on the teachings of the Catholic Church and reinforced by the Christian lifestyle of all staff members.

The School Division, therefore, strives to employ teachers who are concerned with the spiritual, social, psychological, intellectual and physical growth of the students, who live out Catholic Christian values in their own lives, and who recognize the impact of their lives on the students and their families in our communities.

DECLARATION

I certify that the statements made by me in this application are true and complete to the best of my knowledge and beliefs, and that, if hired by Holy Family Catholic Regional Division, I will live a Christian lifestyle that will support the teachings of the Catholic Church and the policies adopted by the Holy Family Catholic Regional Division. I also consent to Holy Family Catholic Regional Division contacting past and present employers.

Date

Signature of Applicant

The information on this application form is being collected in accordance with the Freedom of Information and Protection of Privacy Act and under the authority of the School Act, and Holy Family Catholic Regional Division No. 37 Policy. It will be used to determine whether an applicant is qualified for appointment to a position or positions in the Holy Family Catholic Regional Division and to manage the School Division's human resources program. If you have any questions about the collection of this information, contact the FOIPP Coordinator at Holy Family Catholic Regional Division No. 37, 10307 – 99 Street, Peace River, AB, T8S 1R5, Phone: 780-624-3956.

Return to: Holy Family Catholic Regional Division No. 37, 10307 – 99 Street, Peace River, Alberta T8S 1R5
Tel: (780) 624-3956 Fax: (780) 624-1154
