

# APPLICATION FOR A TEACHING POSITION

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal

## A. TYPE OF POSITION SOUGHT

- a)  Full time  Occasional (Casual Supply)
- Part time  Continuing Education
- Other \_\_\_\_\_
- b)  Responding to a specific posting #: \_\_\_\_\_
- General application

## B. PERSONAL INFORMATION

Full Name \_\_\_\_\_

\_\_\_\_\_  
*Present Address* *Telephone*

\_\_\_\_\_  
*City* *Province* *Postal Code*

\_\_\_\_\_  
*Home Address* *Telephone*

\_\_\_\_\_  
*City* *Province* *Postal Code*

\_\_\_\_\_  
*Email Address* *Religion*

## C. REFERENCES

1.	<b>Pastoral Reference (<i>written</i>)</b>	<i>Written reference enclosed</i>
	_____ <i>Name</i> <span style="margin-left: 100px;"><i>Position/Title</i></span> <span style="margin-left: 100px;"><i>Parish</i></span> <span style="float: right;"><i>Telephone</i></span>	<input type="checkbox"/>
2.	<b>Professional Reference</b>	
	_____ <i>Name</i> <span style="margin-left: 100px;"><i>Position/Title</i></span> <span style="margin-left: 100px;"><i>Company/Organization</i></span> <span style="float: right;"><i>Telephone</i></span>	<input type="checkbox"/>
3.	<b>Professional Reference</b>	
	_____ <i>Name</i> <span style="margin-left: 100px;"><i>Position/Title</i></span> <span style="margin-left: 100px;"><i>Company/Organization</i></span> <span style="float: right;"><i>Telephone</i></span>	<input type="checkbox"/>

**D. CRIMINAL RECORDS CHECK**

Have you ever been convicted of an offense under a federal statute, including the *Criminal Code of Canada* and the *Narcotics Control Act*, for which a pardon has not been granted or for which a pardon had been granted but was subsequently revoked?

- Yes                       No

If yes, please provide particulars, including the date(s) of the offense(s) in question.

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**NB.** Any offer of employment will be subject to confirmation of the above information through a current check of your criminal record through the *Canadian Police Information Computer (CPIC) System*.  
(See *Appendix II* for additional information.)

**E. ACADEMIC EDUCATION**

a) **Secondary School**

- Grade 12                      School/City \_\_\_\_\_  
 Grade 13 (OAC)              School/City \_\_\_\_\_  
 Other \_\_\_\_\_              School/City \_\_\_\_\_

b) **Post Secondary**

Degree/Diploma	Specialization	Institution	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**F. ONTARIO TEACHING CERTIFICATION**

- Certificate of Registration  
(Ontario College of Teachers)              OCT Registration Number: \_\_\_\_\_
- Certificate of Qualification  
(Ontario College of Teachers)              Faculty of Education \_\_\_\_\_ Year \_\_\_\_\_
- Other (Specify) \_\_\_\_\_              Date of Issue \_\_\_\_\_

**Basic Qualifications**               Primary               Junior               Intermediate               Senior

**G. ADDITIONAL QUALIFICATIONS**

French as a Second Language Part(s) \_\_\_\_\_ Religious Education Part(s) \_\_\_\_\_  
Special Education Part(s) \_\_\_\_\_ Other \_\_\_\_\_ Part(s) \_\_\_\_\_  
Other \_\_\_\_\_ Part(s) \_\_\_\_\_ Other \_\_\_\_\_ Part(s) \_\_\_\_\_

**H. TEACHING QUALIFICATIONS OUTSIDE ONTARIO**

*Province or Country* *Type* *Number* *Year*

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**I. TEACHING EXPERIENCE**

*School* *Location* *Year* *Grade* *Superintendent*

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**J. TEACHING PREFERENCE**

What level do you prefer to teach?  Pr  Jr  Int  Sr

What subjects at the secondary level? (If applicable) \_\_\_\_\_

In which municipality?

- North Bay  Callander  Mattawa  
 Powassan  Sturgeon Falls

**K. SIGNATURE**

Your signature confirms that the information you provided in this application is accurate and that you have read and understand the document entitled **CRIMINAL RECORD CHECK (Appendix II)**. Also, it authorizes the Nipissing-Parry Sound Catholic District School Board to contact the persons provided in Section C of this application for the purpose of obtaining reference information including, but not limited to, information contained in your personnel file(s) relating to medical records, psychiatric records and violation of law records.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature

**SEND COMPLETED APPLICATION FORM TO:**

*Human Resources*  
Nipissing-Parry Sound Catholic District School Board  
1000 High Street  
North Bay, ON  
P1B 6S6

**or via email to:**

[HumanResources@npsc.ca](mailto:HumanResources@npsc.ca)

**OFFICE USE ONLY**

**DOCUMENTATION PROVIDED**

**The following documentation is required before an interview will be considered:**

- Certificate of Registration (Ontario College of Teachers)
- Certificate of Qualification (Ontario College of Teachers) showing the following specific qualifications \_\_\_\_\_
- Faith Reference Portfolio (*Appendix I*)
- QECO Evaluation (Program 5), **if available**
- Proof of separate school support (*verified internally by the Board*)
- Pastoral reference (letter or optional Priest Reference Form, as attached)

**Required if a position is offered:**

- Criminal Record Check – with Vulnerable Sector Screening

- The application is **COMPLETE**.
- The application is **INCOMPLETE**. When calling for an interview, please insist that the missing documentation be provided at the interview. The interviewer must initial the appropriate box to confirm that the documentation is received.

**FAITH REFERENCE FORM FOR TEACHER APPLICANTS**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**PERSONAL ASSESSMENT**

1. I ASSURE THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD THAT I will strive to be a person of good moral character consistent with the expectations of the Catholic Church.

As a member of the Catholic teaching community

- i) I will provide religious instruction in the Catholic Faith using the curriculum approved by the school board and as requested by the principal.
- ii) I will seek to infuse gospel values across the curriculum.
- iii) 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 CATHOLIC COMMUNITY AND/OR THE PARISH INCLUDES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **THIS INVOLVEMENT HAS CONTRIBUTED TO MY GROWTH IN FAITH BY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. I SEE MYSELF CONTINUING TO GROW IN MY FAITH LIFE AS A PROFESSIONAL EDUCATOR THROUGH**

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\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**WITNESS**

(Applicants must be known to the witness for at least two years. Acceptable witnesses include a priest, religious sister, deacon or chaplain.)

Name \_\_\_\_\_

Position/Parish \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

I have known the applicant for \_\_\_\_\_ years.

\_\_\_\_\_  
Signature

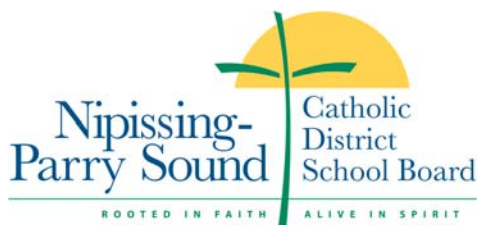
\_\_\_\_\_  
Date

## **FAITH REFERENCE FORM**

### **REFLECTION PAPER**

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

**WHY I WANT TO TEACH IN A CATHOLIC SCHOOL AND BELIEVE I WOULD BE AN ASSET IN THE CATHOLIC SCHOOL SYSTEM IN ONTARIO.**



## CRIMINAL RECORD CHECK

*The following requirements apply to applications for full-time, part-time, temporary or occasional positions, including placement on a supply list.*

### REQUIREMENTS

*In accordance with its policy entitled Prevention of Abuse and Protection of Students from Potential Abuse, the Nipissing-Parry Sound Catholic District School Board (“the Board”) requires candidates applying for new employment with the Board, or existing employees applying for employment within a different bargaining unit, to disclose the details of any conviction(s) for offense(s) under any federal statute, including the Criminal Code of Canada and the Narcotics Control Act, for which a pardon has not been granted.*

*Any offer of employment is subject to confirmation of the above information through a current Criminal Record Check through the Canadian Police Information Computer (CPIC) System. Only Criminal Record Checks that are less than six (6) months old, and which include a vulnerable sector screening, shall be accepted. The applicant shall provide an original of the Criminal Record Check and shall be responsible for its cost.*

*An offer of employment may be revoked if the individual refuses to consent to the check, or if the Board later discovers offenses on record which the individual did not disclose.*

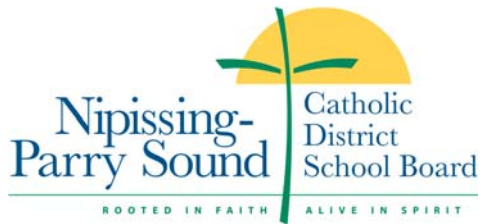
*Any information obtained through a Criminal Record Check is confidential, and shall be accessible only by an interviewer, a senior administrator, Human Resources and/or the successful candidate’s immediate supervisor. The Criminal Record Check and the statement made pursuant to Section 3.1 of the policy shall be stored with a candidate’s application or, in the case of a successful candidate, in the individual’s personal file in the Human Resources Department.*

### PROCEDURE

*To obtain a Criminal Record Check, simply contact the Police Department in the area where you reside. The **original** of the Criminal Record Check, including vulnerable sector screening, must be submitted to the Board before you commence employment.*

*N.B. Only in an exceptional case will an employee be permitted to commence employment with the Board before the Board has received the Criminal Record Check. Before any such exception is made, a binding agreement shall be entered between the employee, any applicable representative of the employee, and the Director (or his or her designate) on behalf of the Board, ensuring that verification be provided without delay and preserving the Board’s power to revoke the offer of employment.*





**PRIEST REFERENCE FORM**

**FOR**

**TEACHER APPLICANTS**

**PRIEST REFERENCE FORM  
FOR TEACHER APPLICANTS**

**1. Priest Reference for:**

Name of Teacher Applicant:

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Address of Teacher Applicant:

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**2. Priest's Knowledge of the Candidate**

*(Check one or more of the following)*

I have

on-going 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 \_\_\_\_\_

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**3. 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).

- 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**

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Priest: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)