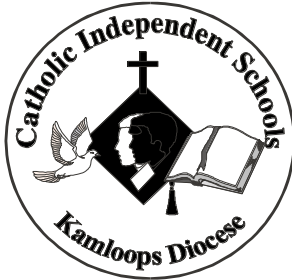


**CATHOLIC INDEPENDENT SCHOOLS**

**KAMLOOPS DIOCESE**

**TEACHER APPLICATION FORM**



Applicant's name in Full: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_ city \_\_\_\_\_ province \_\_\_\_\_ postal code

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

School: \_\_\_\_\_

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

BC Teacher Certification #: \_\_\_\_\_

**SUBMIT COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION  
WITH COVER LETTER ELECTRONICALLY TO**

**CATHOLIC INDEPENDENT SCHOOLS KAMLOOPS DIOCESE  
OFFICE OF THE SUPERINTENDENT**

**635A TRANQUILLE ROAD  
KAMLOOPS, BC V2B 3H5  
[superintendent@ciskd.ca](mailto:superintendent@ciskd.ca)  
PHONE (250) 376-3351**

Office use only

## CATHOLIC IDENTITY AND EXPECTATIONS FOR TEACHERS

Teachers in Catholic schools share the very mission of the Church to teach and sanctify, not only by professional instruction in the classroom but by personal commitment to the truths and moral guidelines given by Christ. The excellence of a school depends to a very large measure on the quality of the teachers on its staff.

In assisting teachers to meet their commitment to the students, parents, the community, and the profession, the following expectations are developed:

- Catholic staff members are expected to model a faithful Catholic life which includes participation in the Sacraments and striving to live in harmony with Gospel teaching as interpreted by the Church.
- All staff members are expected to follow, both in and out of school, lifestyle and deportment in harmony with Catholic teaching and principles.
- Catholic educators, have a special responsibility to encourage each student to achieve his/her maximum potential as they work to stimulate the spirit of inquiry, the acquisition of knowledge, understanding, and the thoughtful formulation of worthy goals.
- Catholic teachers, help students see the relevance of a Christian value system in their daily lives.
- In his/her relationship with the students, the teacher shows concern, love, and respect for each student called by God to an uniqueness that is the dignity of each individual.
- In his/her relationship with the other staff members, the teacher shows care and concern for their total welfare, and their growth as persons and as a Catholic Christians.
- In his/her relationship with the parents of the students, the teacher recognizes that the parents are the primary educators of their children and that the school and teacher are partners with the parents in this important undertaking.
- As Catholic school educators, teachers strive to create a Christian environment which promotes sound moral and professional judgment. Through their spirit of joy and enthusiasm, teachers encourage others to join them in their apostolate of teaching in a Catholic school.

In brief, if Catholic schools are to attain the aims and objectives of Catholic education, it is not enough that teachers be academically well qualified, nor is it enough that they know the right things to say about the Catholic faith to the students. First and foremost, teachers must be and must live what they teach.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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

- Art       Counseling       Gifted/Enrichment       Computers   
 French       Audio-Visual       Religious Education       Dramatics   
 Music       Physical Education       Special Education       Business Ed.   
 Other  \_\_\_\_\_

(d) Please note special training coursework below for above checked areas.

Course/Program	College/Inst.	Degree, Diploma Certificate granted	*No. of Years	Major Topics

**\*FOR SHORT COURSES INDICATE NUMBER OF HOURS.**

**PROFESSIONAL EXPERIENCE**

Total FTE years of teaching experience in an accredited Canadian school: \_\_\_\_\_ years

List all previous professional assignments in an accredited Canadian school, beginning with the most recent. Beginning teachers may list teaching practicum assignments. *Attach copies of most recent report from each Employer or practicum supervisor.*

Dates		Employer & Location	Position Held & Grades Taught	Names & Contact Information of Principal or Supervising Teacher
From:	To:			

**PREFERRED TEACHING AREA of EXPERTISE:**

(a) Indicate the following in the order of your teaching level preference (#1 being first preference):

Primary (K-2) \_\_\_\_\_

Intermediate (3-7) \_\_\_\_\_

Jr. Secondary (8-10) \_\_\_\_\_

Secondary (11-12) \_\_\_\_\_

(b) If applying for position in an elementary school, indicate any area of specialty:

\_\_\_\_\_

(c) If applying for a position within junior or senior secondary years, indicate, in order of preference, the subject field and grade levels (if applicable) in which you prefer to teach:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**REFERENCES:**

1. Give the name and address of your *current Pastor.*

Name: \_\_\_\_\_

Parish Name & Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

*Confidential Pastoral Reference Form must be received before application may be considered.*

In addition, submit three professional references including one from your current/most recent principal, superintendent or sponsor teacher.

1. Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**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 are made in good faith. I understand that if any of these statements and information contained herein are untrue to incomplete, this application may be rejected and/or my appointment to a position may be rescinded.

I hereby authorize the Catholic Independent Schools of the Kamloops Diocese to conduct a personal investigation in connection with my application for employment. I further understand that confidential professional reference reports provided at the time of my application will not be available to me.

**STATEMENT OF GOOD HEALTH AND CHARACTER:**

- At the time of signing this form I am in good health. There is nothing relating to my health that would prevent me from regular attendance and the complete fulfillment of my duties as a teacher.
- I am free from any communicable diseases that would prevent me from working closely with children.
- I have never been convicted of a criminal offense that I have not revealed in the course of being interviewed.
- I understand that any position I am offered and accept is conditional on the results of a criminal record search.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**CATHOLIC INDEPENDENT SCHOOLS  
OF  
KAMLOOPS DIOCESE**

- |                          |                                   |
|--------------------------|-----------------------------------|
| <b>Quesnel</b>           | <b>St. Ann's</b>                  |
| <b>Williams Lake</b>     | <b>Sacred Heart Catholic</b>      |
| <b>Kamloops</b>          | <b>Our Lady of Perpetual Help</b> |
| <b>Kamloops</b>          | <b>St. Ann's Academy</b>          |
| <b>Vernon</b>            | <b>St. James</b>                  |
| <b>Distance Learning</b> | <b>ASCEND Online</b>              |

*The information collected on this form is collected, used and disclosed by Catholic Independent Schools Kamloops Diocese in accordance with the Personal Information Privacy Policy For Employees and Volunteers of Catholic Independent Schools Kamloops Diocese, a copy of which is available from the school's Privacy Officer.*

## APPLICATION CHECK LIST

To ensure timely processing of your application please submit all of the following required documentation in one submission in this order:

- \* Cover letter which includes your philosophy of Catholic education in the role of Teacher and the rationale for your desire to join our community
- \* CISKD Teacher Application Form
- \* A brief resume
- \* Copies of official university transcripts
- \* Copy of British Columbia College of Teachers Certificate
- \* Copies of all teaching certificates held outside the province of British Columbia
- \* Copy of most recent supervisory report(s) from each employer or practicum supervisor

A confidential Pastoral Reference form is also part of the application's documentation. The form may be found on the CISKD website ([www.ciskd.ca](http://www.ciskd.ca)) and is intended for all applicants (Catholic and non-Catholic). Non-Catholic applicants are invited to contact the school's pastor or parochial administrator concerning this reference. This confidential form is sent directly from the pastor to the Superintendent of Schools ([superintendent@ciskd.ca](mailto:superintendent@ciskd.ca)).

Successful candidates will be required to submit the following as a condition of and prior to employment.

- \* criminal record check
- \* verification of Catholic marriage
- \* certified statement(s) of previous teaching experience

Please complete all sections of this application even though items are covered in a resume. Additional documentation may be required for the application and/or as a term of employment. It is necessary that complete information is provided to determine eligibility. Reference checks will be made. Submission of reference contact information is accepted by CISKD as permission to contact the applicant's references. All information will be considered confidential in the selection process.

Thank you in advance for your application, which may be submitted to the confidential attention of:

**Superintendent of Schools  
Diocese of Kamloops  
635A Tranquille Road  
Kamloops BC  
V2B 3H5**

OR

scanned and emailed into ONE PDF file to:

[superintendent@ciskd.ca](mailto:superintendent@ciskd.ca)