



Catholic Independent Schools of the Kamloops Diocese
635A Tranquille Road Kamloops BC V2B 3H5

hr@ciskd.ca

School-Based Administrator Application Form

School Applied to: _____

Teaching Position: Principal Vice Principal ASCEND DL Administrator

BC Teacher Regulation Branch: Applied Subject Restricted Held (#): _____

Out of Province Teacher Certification: Yes No Province & #: _____

Name of Applicant:		Date of Application:	
Address:		Postal Code:	
Telephone:		Email:	
Date of Birth:			
Name of Parish:		Location of Parish:	
Denomination of Parish:	<input type="checkbox"/> Catholic <input type="checkbox"/> Non-Catholic <input type="checkbox"/> Not Applicable/Do Not Attend		
I am a:	<input type="checkbox"/> Baptized Catholic <input type="checkbox"/> Christian (specify): <input type="checkbox"/> Other (specify):		
Marital Status (include marriage certificate):	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other (specify):		

Are you legally eligible to work in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you presently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Position:	
Employer:		Number of Years Employed by this Employer:	

Completed Educational History: Include Post Secondary Transcripts	Name of Institution & Location (list most recent first)	Year Convocated, Completed, or Graduated	Degree, Diploma or Certificate	Major/Minor or Area of Focus
University				
University				
University				
Certification/Training				
High School				

Administrative Experience in BC (# of FTE years as Principal or Vice Principal at accredited Canadian school: exclude teaching assignment in FTE administrative time calculation):	Principal:	Out of Province Administrative Experience: (# of FTE years as Principal or Vice Principal at accredited Canadian school: exclude teaching assignment in FTE administrative time calculation):	Principal:
	Vice-Principal:		Vice-Principal:

Please list your Administrative experience below, commencing with most recent:						
From Month	From Year	To Month	To Year	Position	District, Location	Supervisor, Email, Telephone #

Teaching Experience in BC (# of full time years at accredited school):		Out of Province Teaching Experience (# of full time years at accredited Canadian school):	
--	--	---	--

Please list your teaching experience below, commencing with most recent:						
From Month	From Year	To Month	To Year	Position	District, Location	Grade/Subject



All Administrator applications require a Confidential Pastoral Reference Form (Catholic or Non Catholic), located on the CISKD website (www.ciskd.ca). Applicants complete and sign the top portion of the relevant pastoral reference form, then contact either their own Catholic pastor or, in the circumstance of non-Catholics or Catholics that do not belong to a Catholic parish, the Catholic pastor assigned to the school:

Bishop’s Representative to ASCEND Online, Kamloops	Call the Diocese of Kamloops:	250-376-3351
Pastor to Our Lady of Perpetual Help School, Kamloops	Call OLPH Parish:	250-376-5541
Bishop’s Representative to St. Ann’s Academy, Kamloops	Call Sacred Heart Cathedral:	250-372-2581
Pastor to Sacred Heart School, Williams Lake	Call Sacred Heart Parish:	250-398-6806
Pastor to St. Ann’s School, Quesnel	Call St. Ann’s Parish:	250-992-2422
Pastor to St. James School, Vernon	Call St. James Parish:	250-542-1276

Name & Contact Information of 2 current or recent current Professional References, one of which must be a supervisor:

Name	Phone # & Email of Reference	Position Title & Relationship to Applicant (ex., Principal, Superintendent)	Number of Years Known Professionally

Applicant Declaration for CATHOLIC & NON-CATHOLIC Administrator Applicants

School-based administrators in Catholic schools share the very mission of the Church to lead, teach and sanctify, not only by professional conduct in the school and instruction within the classroom, but by personal commitment to the truths and moral guidelines given by Christ. In brief, if Catholic schools are to attain the aims and objectives of Catholic education, it is not enough that administrators be academically well qualified, nor that they know the right things to say about the Catholic faith to students, staff and families. First and foremost, administrators must be and live what they espouse. In assisting administrators to meet their commitment to the students, parents, community and the profession, the following expectations are developed:

CATHOLIC ADMINISTRATOR Applicants:

Catholic administrators employed by CISKD will demonstrate at all times conduct and a way of life that are consistent with the Catholic Denominational Standards which include, but are not limited to:

- being a living witness of the Catholic faith, and in accord with baptismal obligations, demonstrate a commitment to the regular attendance of Sunday Mass and Holy Days of Obligation
- living a single or married life as defined by the Catholic Church
- be a registered member of a Catholic parish
- be committed and capable of teaching the Diocesan-approved Religious Education Program
- be a Christian role model for others in the school, parish and community

NON-CATHOLIC ADMINISTRATOR Applicants:

Non-Catholic Administrators employed by CISKD will demonstrate at all times to the satisfaction of the employer, respect for the aims and nature of the school and its Catholic beliefs and practices which include, but are not limited to:

- demonstrating a respect for both the moral and doctrinal teachings of the Catholic faith
- living a life in keeping with the Christian principles as articulated in the Catechism of the Catholic Church
- living a single or married life as defined by the Catholic Church
- be a Christian role model for others in the school and community

I have read and commit to the Applicant Declaration for:

Catholic Applicant

Non-Catholic Applicant

Name of Applicant: _____ Date of Signature: _____ Signature of Applicant: _____



Catholic Independent Schools of the Kamloops Diocese

635A Tranquille Road Kamloops BC V2B 3H5

hr@ciskd.ca

School-Based Administrator Application Form

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 Kamloops Diocese to conduct personal investigation in connection with my application for employment. I further understand that confidential pastoral and 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 school-based administrator.
- 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 or other requirements.

DATE:

SIGNATURE:

**CATHOLIC INDEPENDENT SCHOOLS
OF
KAMLOOPS DIOCESE**

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

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.



SCHOOL-BASED ADMINISTRATOR APPLICATION CHECKLIST

To ensure timely processing of your application, please submit all required supporting documents. Please check the following boxes to ensure your application is complete and *in the order* identified below. We are unable to process incomplete applications.

- Cover letter addressed to Superintendent of Schools, Kamloops Diocese; please include your reasons for applying to our school(s)/this position and share your philosophy of Catholic education
- Completed CISKD ADMINISTRATOR Application Form
- Cop(ies) of official university transcripts
- Copy of valid British Columbia Teacher Regulation Certificate
- Cop(ies) of out of province teaching certificate(s), if held
- Copy of most recent report from educational Supervisor/Employer
- A brief resume
- Marriage certificate, if applicable – civil or, if married in a church, an ecclesiastic certificate
- Catholic baptismal certificate (if baptized Catholic)
- If Catholic, contact your Catholic parish priest or the Catholic priest assigned to the school concerning the Confidential Catholic Pastoral Reference
- If Non-Catholic, contact the priest assigned to the Catholic School to which you are applying for the Confidential Non-Catholic Pastoral Reference Form (refer to page 2 of the application)

Notes:

1. Please do not submit Letters of Reference.

2. The Confidential Pastoral Reference forms may be found on the CISKD website (www.ciskd.ca) and are intended for Catholic and non-Catholic applicants, respectively. Non-Catholic applicants are directed to meet with the school's Catholic pastor regarding the pastoral reference form (refer to page 2 of the application for contact information). This confidential form is sent directly from the pastor to the Office of the Superintendent (ciskdhr@ciskd.ca).

Successful candidates will be required to submit the following as a condition of employment:

1. A Criminal Record Check through the Ministry of Public Safety and Solicitor General
2. Copy of Social Insurance Card
3. Copy of Birth Certificate or Passport
4. Statement of Administrative Experience (for Administrators with previous, Administration experience in accredited Canadian Schools)

Please complete all sections within this application. Additional documentation may be requested or required as a term of employment. It is necessary that complete information is provided to determine eligibility. Confidential Reference checks will be made. All information will be considered confidential in the review and selection process. Thank you in advance for your application, which may be submitted to the attention of: Superintendent of Schools, Diocese of Kamloops (635A Tranquille Road, Kamloops BC, V2B 3H5), or emailed in ONE complete PDF file in the order requested to: hr@ciskd.ca.

The information requested in this application package, including the inserts, is being collected in accordance with BC Personal Information Protection Act (PIPA). The information will be used to determine the suitability and eligibility of applicants for approval for hiring purposes within the Catholic Independent Schools of Kamloops Diocese (CISKD) and remain the property of CISKD. Upon employment, these documents will be maintained in the CISKD personnel file. | E-mail: hr@ciskd.ca
