

CATHOLIC INDEPENDENT SCHOOLS KAMLOOPS DIOCESE

SUPPORT STAFF APPLICATION FORM



Applicant's Name in Full: _____

Social Insurance Number: _____

Present Address: _____

_____ city _____ province _____ postal code

Telephone: _____ Alternate Phone No.: _____

Permanent Address: _____
(if different from above)

Position Applied For: _____

School: _____

Date of Application: _____

**SUBMIT COMPLETED APPLICATION AND SUPPORTING DOCUMENTS
WITH COVER LETTER ELECTRONICALLY TO:**

**CATHOLIC INDEPENDENT SCHOOLS KAMLOOPS DIOCESE
OFFICE OF THE SUPERINTENDENT
635A TRANQUILLE ROAD
KAMLOOPS, BC V2B 3H5
hr@ciskd.ca
PHONE (250) 376-3351**

WORK EXPERIENCE

Total number of full time years of work experience in this position: _____ years

List all previous work experience beginning with most recent.

Dates		Employer & Location	Position Held	Name & Contact Information of Supervisor
From:	To:			

NOTE: PLEASE ATTACH A RECENT REPORT OR EVALUATION OF YOUR MOST RECENT POSITION HELD.

REFERENCES:

1. Give the name and address of your current Pastor (Catholic or other)

Name: _____

Parish Name: _____

Parish Address: _____

Phone: _____

In addition, submit three work-related professional references (one of which must be a supervisor, the others may include references from colleagues:

2. Name: _____

Position: _____

Address: _____

Phone: _____

3. Name: _____

Position: _____

Address: _____

Phone: _____

4. Name: _____

Position: _____

Address: _____

Phone: _____

CATHOLIC INDEPENDENT SCHOOLS KAMLOOPS DIOCESE

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contained herein are untrue to incomplete, this application may be rejected and/or my appointment to a position may be rescinded.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.
- 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

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|---------------|----------------------------|
| QUESNEL | ST. ANN'S |
| WILLIAMS LAKE | SACRED HEART CATHOLIC |
| KAMLOOPS | OUR LADY OF PERPETUAL HELP |
| | ST. ANN'S ACADEMY |
| VERNON | ST. JAMES |

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CATHOLIC INDEPENDENT SCHOOLS KAMLOOPS DIOCESE

APPLICATION CHECK LIST

To ensure timely consideration of your application, the following attachments must accompany the application form at time of submission:

- cover letter, noting your expertise and rationale for desiring a position within our community
- CISKD Application Form
- copies of all position-related certifications, abstracts, diplomas, degrees, licenses, etc.
- copy of report or evaluation from recent employer; or practicum supervisor (as applicable)
- a brief resume

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) and is intended for Catholic and non-Catholic applicants. Non-Catholic applicants are invited to contact the school's Catholic pastor concerning the pastoral reference. This form is sent directly from the pastor to the Superintendent of Schools (hr@ciskd.ca) and completes the application for further consideration.

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

- criminal record check
- verification of Catholic marriage

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:

hr@ciskd.ca