

DIOCESE OF NELSON CATHOLIC SCHOOLS

Administrator Application Checklist

The following attachments must accompany the Application Form:

- _____ Cover letter which must include:
 - [] reasons you wish to be an administrator in the Diocese of Nelson
 - [] your Catholic Educational philosophy
- _____ Resume/Curriculum Vitae
- _____ Photocopies of official university transcripts
- _____ Photocopy of BC College of Teachers' Certificate, Independent Schools' Certificate or out-of-province Teachers' Certificate
- _____ Photocopy of the most recent evaluation report from your employer
- _____ Photocopy of Birth Certificate.
- _____ Photocopy of Certificate of Catholic baptism or RCIA Certificate
- _____ Photocopy of Certificate of Catholic marriage, if married.

Applicants must provide to their pastor the *pastoral reference check form* found on the website. Please fill in the date and name of pastor on the letter provided and have the pastor complete and submit the form directly to the Superintendent's Office.

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

- _____ Certified statement(s) of previous teaching and administrative experience
- _____ Social Insurance Number.

Please complete all sections of the application form even though some items may be covered in your resume. It is necessary that **complete** information is provided to determine eligibility. Reference checks will be made prior to any interviews. All information provided will be considered confidential in the selection process.

REMINDER: Please sign and date the Declaration on Page 3 of the application form.