

Support Staff Application Form

FULL NAME: _____

PRESENT ADDRESS: _____ Home Telephone :(____) _____

Daytime Telephone :(____) _____

_____ Fax :(____) _____

Postal Code: _____ Cellular :(____) _____

Email Address: _____

PERMANENT ADDRESS: _____ Home Telephone :(____) _____
(if different from above) _____

_____ Postal Code: _____

DATE OF APPLICATION: _____, 20____

This application is for: _____ Regular Position _____ Substitute Position

_____ Teacher Assistant _____ Secretary _____ Custodian _____ Other

This application is for: _____ Holy Cross Elementary School, PENTICTON
(check one or more) _____ Immaculata Regional High School, KELOWNA
_____ Our Lady of Lourdes Elementary School, WESTBANK
_____ St. Joseph Elementary School, KELOWNA
_____ St. Joseph School, NELSON
_____ St. Mary's School, CRANBROOK
_____ St. Michael's School, TRAIL

Please submit the completed Application Form and supporting documentation to:

Superintendent of Schools

Catholic Independent Schools of the Nelson Diocese
c/o Charity Hall, Immaculate Conception Parish
839 Sutherland Avenue, Kelowna, BC V1Y 5X4
Telephone: (250) 762-2905 Fax: (250) 763-2740
Email: superintendent@cisnd.ca

CATHOLIC IDENTITY AND EXPECTATIONS FOR CATHOLIC SCHOOL STAFF

Staff members in Catholic schools share the very mission of the Church to work with others and to sanctify not only by work in the school but by personal commitment to the truths and moral guidance given by Christ. The excellence of a school depends, to a very large measure, on the quality of the people on its staff.

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

- Catholic staff members are expected to model a faithful Catholic life which includes the celebration of holy mass on Sundays, participation in the sacraments, daily prayer and striving to live in harmony with the gospel teachings as interpreted by the Church (i.e.; married in the Catholic Church, not living common law, etc);
- All staff members are expected to follow, both while in and out of school, the lifestyle and deportment in harmony with Catholic teaching and principles;
- As Catholic school employees, we have a special responsibility to encourage each student to achieve his/her maximum potential as we work to stimulate the spirit of inquiry, the acquisition of knowledge, understanding and the thoughtful formulation of worthy goals;
- As Catholic school employees, we help students see the relevance of a Christian value system in their daily lives;
- In his/her relationship with the students, the school employee shows concern, love and respect for each student called by God to a uniqueness that is the dignity of each individual;
- In his/her relationship with the other staff members, the school employee shows care and concern for their total welfare and for their growth as persons and Christians;
- In his/her relationship with the parents of the students, the school employee 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 Catholics, our employees strive to create a Christian environment which promotes sound moral and professional judgment. Through their spirit of joy and enthusiasm, our employees encourage others to join them in their apostolate of teaching in a Catholic school.

In brief, if our Catholic schools are to attain the aims and objectives of Catholic education, it is not enough that our employees 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, our employees must be and must live what they share.**

STAFF NOT OF THE CATHOLIC FAITH

While the Catholic Independent Schools of the Nelson Diocese makes every effort to employ Catholic people in order that Catholic schools may be, in their totality, centers of Catholic life and worship, there are occasions when people are hired who are not of the Catholic faith. The Catholic Independent Schools of the Nelson Diocese respects the freedom of conscience of an employee who is not an adherent of the Catholic faith and who has advised the Catholic Independent Schools of the Nelson Diocese before acceptance of employment.

Such a person, while maintaining a fidelity to his/her conscience, is expected to demonstrate at all times a respectful and sympathetic sensitivity to and be supportive of the Catholic beliefs and practices of the staff and students of the school.

HEALTH

Applicants should be in good physical and mental health in accordance with the requirements of the position.

EXTRA-CURRICULAR AND STUDENT SUPERVISION

Involvement in extra-curricular activities and student supervision is an expectation in the Catholic schools of the Nelson Diocese of staff who work directly with students.

I have read and understand the expectations required of persons hired in the Diocese of Nelson.

Signature: _____

Date: _____

1. PERSONAL INFORMATION

Are you legally entitled to work in Canada? _____

Are you Catholic? _____

If not Catholic, please state religious affiliation _____

Marital status _____

2. EDUCATION

a) Secondary: _____
School
City
Province

b) Post secondary Training:

Institution	Diploma(s)/Certificate(s)	Dates Attended		Area of Study
		From (yr)	To (yr)	

NOTE: Please attach photocopies of official transcripts/course work/certificates.

d) Other Training Relevant to Position Applying for:

List any special training or experience you have had: _____

4. WORK EXPERIENCE

List all previous related experience beginning with most recent.

Employer	Supervisor	Month and Year		Responsibilities
		From	To	

NOTE: Please use additional sheet, if necessary. Please attach copies of most recent performance reviews from EACH employer.

6. REFERENCES

Name of Catholic parish you are currently attending: _____

Name of non-Catholic parish you are currently attending: _____

Please provide the name and address of your current pastor:

Name: _____ Telephone : (____) _____

Email Address (or mailing address if no email): _____

In addition, submit two (2) work related references including one from your most recent employer.

1. Name: _____ Daytime Telephone : (____) _____

Evening Telephone : (____) _____

Email Address: _____

Position: _____

2. Name: _____ Daytime Telephone : (____) _____

Evening Telephone : (____) _____

Email Address: _____

Position: _____

7. DECLARATION

I declare 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 or the information contained herein are untrue or 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 Nelson Diocese to conduct personal reference checks 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 made available to me.

Signature of Applicant

Date