

DIOCESE OF NELSON CATHOLIC SCHOOLS

Support Staff Application Checklist

The following attachments must accompany the Application Form:

- _____ Cover letter which must include:
[] reasons you wish to work in the Diocese of Nelson
- _____ Resume/Curriculum Vitae which must include:
- _____ Photocopies of official post secondary certificate or transcripts
- _____ Photocopy of the most recent evaluation report from previous employer
- _____ Photocopy of Birth Certificate.

Catholic applicants must provide:

- _____ Photocopy of Certificate of Catholic baptism or RCIA Certificate
- _____ Photocopy of Certificate of Catholic marriage, if married.

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

- _____ Signature on Diocesan Criminal Record Check form
- _____ Social Insurance Number.

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.

Please complete all sections of this application 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 appointments. All information provided will be considered confidential in the selection process.

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