

# Teacher 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

(check one or more)

\_\_\_\_\_ Temporary Position

\_\_\_\_\_ Substitute Position

**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](mailto:superintendent@cisnd.ca)

## **CATHOLIC IDENTITY AND EXPECTATIONS FOR CATHOLIC SCHOOL TEACHERS**

Teachers in Catholic schools share the very mission of the Church to teach and sanctify not only by professional instruction in the classroom 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 teachers on its staff.

In assisting teachers to meet their commitment to the students, parents, community and the profession, 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 educators, 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 teachers, we help students see the relevance of a Christian value system in their daily lives;
- In his/her relationship with the students, the teacher 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 teacher 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 teacher 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 Catholic school educators, our teachers strive to create a Christian environment which promotes sound moral and professional judgment. Through their spirit of joy and enthusiasm, our teachers 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 teachers 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 teachers must be and must live what they teach.**

### **TEACHERS NOT OF THE CATHOLIC FAITH**

While the Catholic Independent Schools of the Nelson Diocese makes every effort to employ Catholic teachers in order that Catholic schools may be, in their totality, centers of Catholic life and worship, there are occasions when teachers are hired who are not of the Catholic faith. The Catholic Independent Schools of the Nelson Diocese respects the freedom of conscience of a teacher 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 teacher, 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 a teaching 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.

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



e) Specialist Areas:

List any special training or experience you have had: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. CERTIFICATION

Independent School Certificate No. \_\_\_\_\_ or

BC College of Teachers' Certificate No. \_\_\_\_\_

Type of Certificate: [ ] Interim [ ] Professional [ ] Restricted

Out-of-Province Teaching Certificates: \_\_\_\_\_

**\*Photocopy of Teaching Certificate(s) must be attached.**

### 4. TEACHING EXPERIENCE

List all previous professional teaching experience beginning with most recent. Beginning teachers list teaching practicum experiences.

Employer and Address	School	Month and Year		Assignments/ Grades Taught	Name of Principal or Supervising Teacher
		From	To		

**NOTE: Please use additional sheet, if necessary. Please attach copies of most recent report from EACH employer or practicum supervisor.**  
(Proof of teaching experience will be required if hired.)

**TOTAL** number of full-time years of teaching experience: \_\_\_\_\_

Years: in B.C. \_\_\_\_\_ in other provinces \_\_\_\_\_ in other countries \_\_\_\_\_

**5. PREFERRED TEACHING POSITION**

a) Indicate your first, second and third choice of level at which you wish to teach:

Primary K-3 \_\_\_\_\_ Intermediate 4-7 \_\_\_\_\_ Intermediate 8-10 \_\_\_\_\_  
Graduation 10-12 \_\_\_\_\_ Special Education \_\_\_\_\_

b) If applying for a position in an elementary school, indicate any area of specialty: \_\_\_\_\_  
\_\_\_\_\_

c) If applying for a position at Grade 8-12 levels, indicate the subject field(s) and level(s) in which you wish to teach in order of preference:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**NOTE: Every effort will be made to place you in your preferred area. However, please understand that it is not always possible due to the many different staffing situations that may arise.**

**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) professional references including one from your most recent principal or superintendent (or sponsor teacher in the case of beginning teachers).**

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