



Holy Family Catholic Regional Division

APPLICATION FOR TEACHING POSITION

INFORMATION FOR APPLICANTS

1. In order for the application to be complete the following items are required either at the time application is submitted or as soon as possible thereafter.
 - a) An Alberta Teaching Certificate or a photocopy of the same. Out-of-province applicants may obtain a certificate by applying to the Registrar, Alberta Education, 44 Capital Boulevard, 10044 – 108 Street Edmonton, Alberta, T5J 5E6, or apply online: [Applying for Teachers Certification](#)
 - b) An evaluation for salary purposes. Apply to the Teachers' Qualification Service, Alberta Teachers' Association, 11010-142 Street, Edmonton, Alberta, T5N 2R1 or apply online at: [Teacher Qualifications Service](#)
 - c) For applicants without teaching experience, include transcripts of your training at university or training college and copies of student teaching reports.
 - d) Criminal record statement including a vulnerable sector search and local indices search (dated within one year).
 - e) Alberta Children's Services – Intervention Record Check (dated within one year).
 2. Only interviewed applicants will be contacted.
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PERSONAL DATA

Full Name _____ Social Insurance No. ____ - ____ - ____

Present Address _____ Phone No. _____

City _____ Province _____ Postal Code _____

Permanent Address _____ Phone No. _____

City _____ Province _____ Postal Code _____

Place of Birth _____ Date of Birth _____

Are you of the Roman Catholic Faith? Yes ☐ No ☐ Email: _____

Application is for: Part-Time ☐ Full-Time ☐ Substitute Teaching ☐

EDUCATION RECORD

University/College Training: Years beyond high school.

Institution	Years of Attendance	Major Field	Minor Field

CERTIFICATION

If you hold an Alberta Teaching Certificate complete the following section:

Check Type of Certificate: ☐ Professional ☐ Provisional Condition _____
☐ Standard E ☐ Standard S Other Type _____
☐ Permanent Certificate No. _____
☐ Interim Certificate No. _____ Expiry Date _____

If you do NOT hold an Alberta Teaching Certificate, complete the following section:

- ☐ I will contact the registrar, Alberta Education, regarding certification.
- ☐ I have applied to Alberta Education for Teaching Certification and have not yet received a decision.
- ☐ I am a student at one of the Universities of Alberta and certification will be recommended by my Dean.
- ☐ I have received notice from Alberta Education that I am eligible for certification. I was advised that the Type of certificate to be granted is _____
- ☐ I presently hold a _____ teaching certificate which was received from the Province/Country of _____

SPECIAL TRAINING

Check any special training or experience you have had in the following:

Arts ☐ Business Ed. ☐ Drama ☐ Phys. Ed. ☐ Technology ☐ Practical Arts ☐ Music ☐
Native Ed. ☐ Religious Ed. ☐ Special Ed. ☐ French ☐ Counseling ☐ CTS ☐
Other ☐ _____

Comment on any interests, hobbies, professional activities, work experience (excluding teaching experience), recreational activities, which may be of interest to our jurisdiction.

TEACHING EXPERIENCE

List in order starting with most recent

Month/Year From to	Jurisdiction	Position Held Grade(s) Taught	Name of Principal

Total years of teaching experience: _____ Years _____ Months

PREFERRED TEACHING POSITION

Indicate your first and second choice of level at which you wish to teach.

Kindergarten ☐ Primary ☐ Upper Elementary (4 – 6) ☐ Jr. High (7-9) ☐ Sr. High (10-12) ☐

English Program ☐ French Immersion Program ☐ Special Education ☐

State subject area preferences in terms of first and second choice:

Elementary: 1. _____ 2. _____

Junior High: 1. _____ 2. _____

Senior High: 1. _____ 2. _____

CRIMINAL RECORD/CHILD WELFARE INFORMATION SYSTEM CHECK

Most positions with Holy Family Catholic Regional Division involve contact with students. It is for this reason that the Division requires that an approved application includes **(dated within one year), a criminal record check, vulnerable sector search, local indices search and child intervention record check.**

Applicants with criminal convictions will be required to obtain a full criminal record check. The conviction for a crime does not automatically disqualify an applicant from employment. Holy Family Catholic Regional Division will consider the nature of any conviction in relation to the position for which an individual is applying.

Have you ever been charged under the criminal code? ☐ Yes ☐ No

Update: April 4, 2011

If yes, describe the circumstances and the nature of the charges.

Have you ever been investigated by Child Welfare? ☐ Yes ☐ No

If yes, describe the circumstances and the nature of the investigation.

REFERENCES

Name	Position	Phone

If available include a reference from a parish priest or another member of the clergy

STATEMENT OF COMMITMENT

Holy Family Catholic Regional Division strives to give every student a sound education in a Christian atmosphere based on the teachings of the Catholic Church and reinforced by the Christian lifestyle of all staff members.

The School Division, therefore, strives to employ teachers who are concerned with the spiritual, social, psychological, intellectual and physical growth of the students, who live out Catholic Christian values in their own lives, and who recognize the impact of their lives on the students and their families in our communities.

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 that, if hired by Holy Family Catholic Regional Division, I will live a Christian lifestyle that will support the teachings of the Catholic Church and the policies adopted by the Holy Family Catholic Regional Division. I also consent to Holy Family Catholic Regional Division contacting past and present employers.

Date Signature of Applicant

The information on this application form is being collected in accordance with the Freedom of Information and Protection of Privacy Act and under the authority of the School Act, and Holy Family Catholic Regional Division Policy. It will be used to determine whether an applicant is qualified for appointment to a position or positions in the Holy Family Catholic Regional Division and to manage the School Divisions' human resources program. If you have any questions about the collection of this information, contact the Communications Coordinator at Holy Family Catholic Regional Division.

Return to: Holy Family Catholic Regional Division, 10307 – 99 Street, Peace River, Alberta T8S 1R5
Tel: (780) 624-3956 Fax: (780) 624-1154