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EMAIL as an attachment to : Rhonda Kawa at kawarh@holyspirit.ab.ca

NAME OF APPLICANT: _____

SUBSTITUTE TEACHER APPLICATION FORM

Holy Spirit Roman Catholic Separate Regional Division #4

620 – 12 Street 'B' North
Lethbridge, Alberta T1H 2L7
Phone: (403) 327-9555 Fax: (403) 327-9595



CATHOLIC SCHOOLS

Mission Statement

*We are a Catholic Faith Community
dedicated
to providing each student entrusted to our
care,
with an education rooted in the Good News of
Jesus Christ.*

*Guided by the Holy Spirit, our schools in
partnership
with home, parish and society, foster the
growth of
responsible citizens who will live, celebrate
and proclaim their faith.*

Our Catholic Faith is the foundation of all that we do.

PERSONAL DATA

Date of Application: _____

Applicant's name (in full):		Date of Birth:
Preferred Name:	S.I.N.:	
Marital Status:	Religion:	
Email Address:		

Current Address:		City:
Province:	Postal Code:	Telephone:

Permanent Address:		City:
Province:	Postal Code:	Telephone:

Next of Kin Name:	Address:	Telephone:
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CERTIFICATION

Alberta Certificate No. (copy must be provided):	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Interim
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RELATIVES

Do you have any relatives presently working for this division? _____ YES (if yes, please complete the following) _____ NO	
Name _____	Relationship _____
Name _____	Relationship _____

EDUCATION RECORD

	NAME AND LOCATION OF SCHOOL	DATE OF GRADUATION	DEGREE	MAJOR	MINOR
High School					
University (Undergraduate)					
University (Undergraduate)					
University (Graduate)					

Other areas of training and/or certification:

TEACHING EXPERIENCE

TOTAL YEARS: _____

Please start with last position and work to position first held

Year From-To	School District	Subjects & Grades	Superintendent Name, Address, Telephone

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

<input type="checkbox"/> Art	C.T.S.:	
<input type="checkbox"/> Bilingual	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Financial Management
<input type="checkbox"/> Co-curricular	<input type="checkbox"/> Career Transitions	<input type="checkbox"/> Foods
<input type="checkbox"/> Counselling	<input type="checkbox"/> Communication Technology	<input type="checkbox"/> Forestry
<input type="checkbox"/> Drama	<input type="checkbox"/> Construction Technologies	<input type="checkbox"/> Information Processing
<input type="checkbox"/> Extra-curricular	<input type="checkbox"/> Cosmetology	<input type="checkbox"/> Legal Studies
<input type="checkbox"/> French	<input type="checkbox"/> Design	<input type="checkbox"/> Management & Marketing
<input type="checkbox"/> Music	<input type="checkbox"/> Electro-Technologies	<input type="checkbox"/> Mechanics
<input type="checkbox"/> Play the piano	<input type="checkbox"/> Energy & Mines	<input type="checkbox"/> Tourism Studies
<input type="checkbox"/> Religious Ed.	<input type="checkbox"/> Enterprise & Innovation	<input type="checkbox"/> Wildlife Studies
<input type="checkbox"/> Phys. Ed.	<input type="checkbox"/> Fabrication Studies	
<input type="checkbox"/> Special Ed.	<input type="checkbox"/> Fashion Studies	

Please describe those checked:

OTHER INTERESTS, ACTIVITIES OR EXPERIENCES, that would enhance your contribution to this Division:

REFERENCES

In addition to the Pastoral Reference Form, applicants are required to provide the contact information for three references, preferably of an educational nature. (These may include references submitted as part of the documentation process).

Name:	Position:
Address:	Phone:

Name:	Position:
Address:	Phone:

Name:	Position:
Address:	Phone:

GENERAL

As part of the teaching ministry to the pupils of a Catholic School Division, and as a condition of employment, a teacher taking employment with the system:

- < represents that he/she is professionally competent to teach the Catholic religion and is willing to do so;
- < undertakes to follow, both in and out of school, a lifestyle and deportment in harmony with Catholic teaching and principles;
- < and agrees to take further instruction or training from time to time to update and maintain competence in teaching the Catholic religion.

The applicant understands that the word "Catholic" refers to "Roman Catholic" and is meant to include all rites of the Roman Catholic Church or Byzantine Church.

The applicant further understands that a Catholic lifestyle includes participation in the sacraments of the Church, living in keeping with the principles of the gospels and teachings of the Catholic church.

Please write a paragraph entitled: *"Why I wish to teach in a Catholic School"* or *"The Catholic School is Unique"*.

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**A DECLARATION OF FAITH AND THE PRACTICE
OF THE MINISTRY OF TEACHING IN A CATHOLIC SCHOOL**

I, _____
(Name of Teacher)

Directed by God's grace and love, profess the Christian Faith as it is taught and practised in the Catholic Church.

I believe in God, the Father Almighty, Creator of Heaven and earth, and in Jesus Christ, His only Son, our Lord. Who was conceived by the power of the Holy Spirit, and born of the Virgin Mary, He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day He rose again. He ascended into Heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead.



I believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting.

I believe that this Church experiences the fullness of God's Revelation, through his Son, Jesus Christ.

I believe that this Church, led by the Holy Father, the Bishop of Rome and the College of Bishops, continues to exercise in the world, the authority for teaching and moral guidance given by Jesus to His Apostles for the salvation of all.

I believe in the seven sacraments, signs of worship through which the grace of the death resurrection and ascension of Jesus Christ is communicated.

I promise, through prayer, participation in Church life and worship, and continued efforts to understand my faith, to form my conscience as a member of this Church.

I promise to exercise and teach these truths as long as I am employed as a teacher in the Holy Spirit Catholic Schools.

Teacher's Signature

Date

INFORMATION FOR APPLICANTS:

A. Submitting an application for a substitute teaching position:

1. Complete the application form in full. Items which do not apply should be marked N/A (not applicable).
2. The initial application package *must* also include a completed Pastoral Reference form (found on our website: www.holyspirit.ab.ca - Human Resources - Forms). If you do not have a Parish Priest to sign the form, we require at least questions 3 and 4 answered.
3. All applicants for a substitute teaching position will be contacted once their application has been reviewed by the Deputy Superintendent.
4. Successful applicants are required to provide the following prior to being added to our sub list:
 - i) *a current Criminal Records (including Vulnerable Sectors) Check;
 - ii) *a current Child Intervention Check;
 - iii) a copy of a valid Alberta Teaching Certificate;
 - iv) a copy of your social insurance card.

*Please note: if you have been convicted of any offence against the Criminal Code or statutes or regulations relating to narcotics or other drugs, it is your duty to make the nature of this conviction known to the Superintendent.
5. A copy of a TQS and/or letters of teaching experience must be provided in order to determine placement on the salary grid. If they are not provided, applicants are automatically placed at four (4) years of education and zero (0) years of experience.

B. Teacher Responsibilities:

1. To follow Alberta Learning curriculum guidelines;
2. To accept direction from the Principal of the school;
3. To carry out the assigned task of the Board;
4. To model a faithful, Catholic life for the students of the Division;
5. To respect and teach the doctrines of the Catholic Church and the mandate of the local Bishop.

DECLARATION AND SIGNATURE:

1. I am not obligated because of a bursary or for any other reasons, to teach in any other school district during the next school year. I further declare that all the information given here is correct, and that I understand the conditions governing this application.
2. I certify 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.
3. I understand if any of these statements are untrue or my commitment to Catholic Education and/or Catholicism changes, this application may be rejected and that my appointment to a position may be rescinded or terminated at any time.

DATE: _____

SIGNATURE: _____

Please **email** the completed application form and supportive data to:
Rhonda Kawa at kawarh@holyspirit.ab.ca

Mr. Brian Macauley
Deputy Superintendent of Schools
620 – 12 Street 'B' North
Lethbridge, Alberta T1H 2L7
Phone: (403) 327-9555 Fax: (403) 327-9595



INFORMATION REQUIRED FOR SUBSTITUTE TEACHING ONLY

PREFERRED TEACHING POSITION(S):

Please check grade levels preferred: All Grades Junior High
 E.C.S. Senior High
 Grades 1-3 French Immersion
 Grades 4-6

Other (please explain)

PREFERRED SUBJECT AREAS:

1st _____ 2nd _____ 3rd _____

LANGUAGE(S) SPOKEN OTHER THAN ENGLISH: _____

PREFERRED LOCATIONS:

Please check which schools you prefer:

<input type="checkbox"/> All Schools	<input type="checkbox"/> St. Joseph, Coaldale
<input type="checkbox"/> City of Lethbridge Schools	<input type="checkbox"/> St. Catherine, Picture Butte
<input type="checkbox"/> St. Patrick, Taber	<input type="checkbox"/> St. Mary, Taber
<input type="checkbox"/> St. Michael's, Pincher Creek	<input type="checkbox"/> St. Michael's, Bow Island

AVAILABILITY:

What days/times are you available to teach?

<input type="checkbox"/> All Days	<input type="checkbox"/> Mornings only	<input type="checkbox"/> Afternoons only
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	



Staff Information Collection and Disclosure

The *Freedom of Information and Protection of Privacy Act* requires the consent of an individual for collection, use and disclosure of their personal information.

As part of the normal operation of the school, staff lists are used to facilitate contact between staff. It is considered important that such information continue to be provided.

Also, the school jurisdiction compiles lists for long service awards, announcing appointments to positions within the school system, congratulates employees for successes, on retirement, etc., in information bulletins like "*Here in Spirit*" and also provides staff lists to the universities and the Alberta Teachers' Association (to complete the staff telephone directory).

Accordingly, we are asking all school staff (professional, support and caretaking) to complete the following information, and to indicate your consent to its use by signing below. You may omit any information that you do not wish used.

- Name _____
- Home Address _____

- Home Telephone No. _____
- Birthday (month & year) _____
- Name of Spouse _____
- Emergency Contact
(Name/Address/Phone #) _____

- Previous teaching &
or work assignments _____

- Major area of study
and/or related training _____

I hereby **consent** to the use of personal information provided above for the purpose of staff lists within my assigned school(s), and for compilation of lists and making announcements as indicated above.

Signature

Date

I **do not** wish my personal information included for the purpose of staff lists within my assigned school(s), nor for the compilation of lists and making announcements as indicated above.

Signature

Date