

Evergreen Catholic Schools

Ever Growing, Learning, and Living in Christ

CASUAL SUPPORT STAFF HIRING PACKAGE

Name: _____ Address: _____

Cell Phone: _____ Email Address: _____

Are you available anytime? Yes No

If no – please specify days **NOT** available _____

Which **Position(s)** are you interested in assisting: Educational Assistant Front Office Secretary Librarian

Which **Schools** are you interested in working at within our Division:

- | | |
|---|--|
| <input type="checkbox"/> St. John Paul II – Grades Jr.K to 8, Stony Plain | <input type="checkbox"/> Holy Spirit – Grades Jr. K to 9, Devon |
| <input type="checkbox"/> St. Joseph – Grades Jr.K to 4, Spruce Grove | <input type="checkbox"/> St. Mary – Grades Jr.K to 12, Westlock |
| <input type="checkbox"/> St. Marguerite – Grades Jr.K to 4, Spruce Grove | <input type="checkbox"/> St. Gregory – Grades Jr.K to 4, Hinton |
| <input type="checkbox"/> St. Thomas – Grades 5 to 8, Spruce Grove | <input type="checkbox"/> Fr. Gerard Redmond – Grades 5 to 12, Hinton |
| <input type="checkbox"/> St. Peter – Grades 9 to 12, Spruce Grove | |

By selecting a school, you are indicating your availability to work across all grade levels within that school. Specific assignment details will be provided upon arrival and may vary based on operational needs.

We also require the following information prior to receiving an interview in our office:

- | | |
|--|---|
| <input type="checkbox"/> Current Resume | <input type="checkbox"/> Faith Requirement Form (<i>attached</i>) |
| <input type="checkbox"/> Post secondary diploma/Certificate (<i>if applicable</i>) | <input type="checkbox"/> Priest Reference Form (<i>if applicable</i>) |
| <input type="checkbox"/> Criminal Record Check w/ Vulnerable Sector (<i>within 6 months</i>) | <input type="checkbox"/> 2 Letters of Reference |
| <input type="checkbox"/> Intervention Record Check (<i>within 6 months</i>) | <input type="checkbox"/> TD1 forms (Fed. & AB) (<i>upon hiring</i>) |
| | <input type="checkbox"/> Direct deposit banking info (<i>upon hiring</i>) |

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 are made in good faith. I understand if any of these statements are untrue this application may be rejected and that my appointment for a position may be rescinded.

SIGNATURE OF APPLICANT

DATE

APPROVED
Per: _____ Superintendent
Date: _____



Suite 110 - 381 Grove Drive Spruce Grove, AB T7X 2Y9

Office Hours: Monday to Friday 8:00am - 4:00pm
Ph. (780) 962-5627
www.ecsrd.ca

Please provide all documents to: Evergreen Catholic Schools
Email Scanned Docs to: substitute@ecsr.ca

The personal information collected on this form is protected under Alberta's Freedom of Information and Protection of Privacy Act (FOIP) and in accordance to Evergreen Catholic Separate School Division Administrative Procedure 180 and will only be used for its intended purpose. If you have any questions regarding the collection or use of this information, please contact division office at 780-962-5627.



Faith Requirements

Support Staff

As part of the teaching ministry to students of the faith community in each school of the Division, and as a condition of employment, the Employee:

(a) IF CATHOLIC

- (i) attests that she/he is a practicing Catholic;
- (ii) represents that she/he is capable and willing to teach a fully permeated Catholic faith both in and outside of formal religion classes, celebrations and exercises;
- (iii) undertakes to follow, both in and out of school, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, participation in the Sacraments of the Church and living in harmony with the principles of the Gospel and teachings of the Catholic Church;
- (iv) acknowledges and agrees that either the Board or the Employee may seek the interpretation and assistance of the local Bishop in order to clarify what are the principles of the Gospel and teachings of the Catholic Church.
- (v) has or shall provide the District with a testimonial from a priest or member of the pastoral team attesting to her/his faith commitment; and
- (vi) understands and is committed to the responsibility to undertake periodic professional development related to Catholicity and to fully support the spiritual development of students.

(b) IF NOT CATHOLIC:

- (i) recognizes that she/he will be employed in a fully permeated Catholic School setting and is comfortable with and respectful of the teachings and traditions of the Catholic Church;
- (ii) undertakes not knowingly to speak against or act in a manner to disparage the practices and beliefs of the Catholic Church and agrees to participate as appropriate in religious celebrations and exercises;
- (iii) undertakes to follow, both in and out of school, a lifestyle and deportment in harmony with the principles of the Gospel and teachings of the Catholic Church;
- (iv) acknowledges and agrees that either the Board or the Employee may seek the interpretation and assistance of the local Bishop in order to clarify what are the principles of the Gospel and teachings of the Catholic Church.
- (v) has or shall provide the District with a testimonial from a religious leader of her/his faith attesting to her/his faith commitment; and
- (vi) understands and is committed to the responsibility to undertake periodic professional development related to Catholicity and to fully support the spiritual development of students.

(c) For the purpose of this provision “Catholic” shall mean “a baptized member of the Roman Catholic Church or one of the Eastern Catholic Churches”.

(d) The parties further acknowledge and agree that a failure of the Employee to meet the requirements of Section 1 may lead to disciplinary action, up to and including termination of the Employee’s contract of employment or contract of designation.

By signing the appropriate signature line, I acknowledge that I have read, understand, and agree to the terms of this condition of employment with Evergreen Catholic Separate School Division.

Signature (If Catholic)

Signature (If not Catholic)

Print Name

Date



Evergreen Catholic Separate School Division

Suite 110 – 381 Grove Drive, Spruce Grove, Ab. T7X2Y9
Phone: (780) 962-5627 Fax: (780) 962-4664 Toll Free: 1-800-825-7152

Please have the priest where you practice your faith complete this form.

PRIEST REFERENCE FORM

Date Completed: _____, 20__

CANDIDATE'S NAME: _____

1. I know this candidate:

___Very Well ___Fairly Well ___Slightly ___Not at all

2. This candidate is registered in my parish: ___YES ___NO

3. To my knowledge, this candidate attends Mass regularly: ___YES ___NO

4. This candidate has accepted an active role in a Catholic organization or one of the ministries of the church: ___YES ___NO

If yes, please indicate which roles.

___ Church choir	___ RCIA/RCIC leader	___ Lay leader
___ CWL executive	___ CWL member	___ Parish committee
___ Minister of the Eucharist	___ K of C executive	___ K of C member
___ Children's liturgy	___ Marriage preparation	
___ Other (please specify) _____		

5. Please provide any additional comments about the candidate that might be relevant:

Priest Name: _____ Signature: _____

Parish: _____

Address: _____

Telephone: _____

Thank you for your assistance