

Evergreen Catholic Schools

Ever Growing, Learning, and Living in Christ

SUBSTITUTE TEACHER HIRING PACKAGE

Name: _____

Address: _____

Cell Phone: _____

Email Address: _____

Are you available anytime? Yes No

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

Which **Grades/Schools** are you interested in subbing at our Division:

All ECS-Gr. 4 Gr. 5-8 Gr. 9-12

- St. John Paul II – Grades Jr.K to 8, Stony Plain
- St. Joseph – Grades Jr.K to 4, Spruce Grove
- St. Marguerite – Grades Jr.K to 4, Spruce Grove
- St. Thomas – Grades 5 to 8, Spruce Grove
- St. Peter – Grades 9 to 12, Spruce Grove

- St. Teresa – Grades 8 to 12, Spruce Grove
- Holy Spirit – Grades Jr.K to 9, Devon
- St. Mary – Grades Jr.K to 12, Westlock
- St. Gregory – Grades Jr.K to 4, Hinton
- Fr. Gerard Redmond – Grades 5 to 12, Hinton

As you have indicated an interest in substitute teaching within our Division, we require the following information prior to you receiving an interview in our office:

- Current Resume
- Valid Alberta Teaching Certificate
- Criminal Record Check w/ Vulnerable Sector (*within 6 months*)
- Intervention Record Check (*within 6 months*)
- Statement from Teacher Qualification Services (TQS)
- Faith Requirement Form (*attached*)
- Priest Reference Form (*if applicable*)
- Letters of Experience
- 2 Letters of Reference
- TD1 forms (Fed. & AB) (*upon hiring*)
- Direct deposit banking info (*upon hiring*)

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if any of these statements are untrue this application may be rejected and that my appointment for a position may be rescinded.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@ecsrd.ca

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Subject Area Preferences

Please **complete both sections below** to help us better match you with appropriate assignments:

- Preferred Subject Areas (*Select up to 3*):
 - Indicate the **top three subjects** you enjoy teaching the most or feel most confident in.
- Willing to Teach Subject Areas (*Check all that apply*):
 - Indicate all subjects you are comfortable and willing to teach, even if they are not your top preference.
- **Secondary Education Teachers** (*if applicable*):
 - Major: _____ Minor: _____

Preferred Subject Areas <i>(Select up to 3)</i>	Willing to Teach Subject Areas <i>(Check all that apply)</i>
<input type="checkbox"/> Elementary Generalist <input type="checkbox"/> English and/or Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Science (<input type="checkbox"/> Bio, <input type="checkbox"/> Chem, <input type="checkbox"/> Phys or <input type="checkbox"/> Sci) <input type="checkbox"/> Social Studies <input type="checkbox"/> Religion <input type="checkbox"/> Physical Education <input type="checkbox"/> Health <input type="checkbox"/> CTS <input type="checkbox"/> Art / <input type="checkbox"/> Drama <input type="checkbox"/> Band / <input type="checkbox"/> Music <input type="checkbox"/> French / <input type="checkbox"/> Spanish <input type="checkbox"/> Food/ <input type="checkbox"/> Fashion Studies <input type="checkbox"/> Special Education <input type="checkbox"/> Other: _____ _____ _____	<input type="checkbox"/> Elementary Generalist <input type="checkbox"/> English and/or Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Science (<input type="checkbox"/> Bio, <input type="checkbox"/> Chem, <input type="checkbox"/> Phys or <input type="checkbox"/> Sci) <input type="checkbox"/> Social Studies <input type="checkbox"/> Religion <input type="checkbox"/> Physical Education <input type="checkbox"/> Health <input type="checkbox"/> CTS <input type="checkbox"/> Art / <input type="checkbox"/> Drama <input type="checkbox"/> Band/ <input type="checkbox"/> Music <input type="checkbox"/> French / <input type="checkbox"/> Spanish <input type="checkbox"/> Food/ <input type="checkbox"/> Fashion Studies <input type="checkbox"/> Special Education <input type="checkbox"/> Other: _____ _____ _____



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Faith Requirements

- Teaching 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 Teacher:

(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 Teacher 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 teaching 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 Teacher 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 teacher to meet the requirements of Section 1 may lead to disciplinary action, up to and including termination of the Teacher’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 (Catholic)

Signature (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