



St. Paul's R.C.S.S.D. #20  
420 – 22<sup>nd</sup> Street East  
Saskatoon SK S7K 1X3

**TEACHER  
APPLICATION  
PACKAGE**



## St. Paul's R.C.S.S.D. #20

### INFORMATION FOR TEACHER APPLICANTS

Thank you for your interest in seeking a position in our school division. It is the policy of this school division to give preference to hiring teachers of the Catholic faith. The following information will help you to complete the Teacher Application Form:

1. Applicants must be eligible to obtain a Saskatchewan teaching certificate before they will be considered for a position.
2. Applicants must submit a **COPY** of their transcript of academic standing obtained in their professional training.
3. If you are of **ABORIGINAL** ancestry, and choose to self-identify, please indicate on page two of the application form under **ADDITIONAL INFORMATION**.
4. Applicants should pay particular attention to page three of the application form which describes the **QUALIFICATIONS TO TEACH WITH ST. PAUL'S R.C.S.S.D. #20**.
5. Applicants are asked to submit Faith reference documents. Please follow procedures outlined in the Message to Applicants section of our application form.
6. As part of its screening process St. Paul's R.C.S.S.D. #20 requires all employees new to the school division to provide a **CRIMINAL RECORD CHECK (VULNERABLE SECTOR SEARCH)** from an authorized Police Service. All offers of employment shall be contingent upon the receipt and the satisfactory review of the information.
7. Applicants will be notified if an interview is required.
8. The employment of a teacher is a three stage process: formal offer, teacher acceptance and formal confirmation.
9. Following the confirmation of a teaching contract, applicants are required to furnish a copy of their birth certificate, Social Insurance number, teaching certificate and an original transcript of academic standing.
10. Successful applicants who have teaching experience with other boards must furnish proof of such experience by having previous employers complete a **TEACHER'S RECORD OF EXPERIENCE AND ACCUMULATIVE SICK LEAVE**. The form is included with the offer of a teaching position.
11. Teachers are employed by the school division; placement is dependent on needs requirements within the division.
12. Applicants are requested to inform Human Resource Services of any changes of **ADDRESS or TELEPHONE NUMBER CHANGES**.
13. Further information is available on request from Human Resource Services (306-659-7069).
14. Applicants can expect that references will be solicited from present and past employers / supervisors unless the applicant specifically requests that an individual not be contacted.



**St. Paul's R.C.S.S.D. #20**  
 420 - 22<sup>nd</sup> Street East, Saskatoon, SK S7K  
 1X3  
 Phone: 659-7000

**TEACHER APPLICATION FORM**

**PERSONAL DATA**

Name in Full (Please Print) \_\_\_\_\_  
 Name If Previously Employed Under a Different Name \_\_\_\_\_  
 Present Address \_\_\_\_\_ Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_  
 Permanent Address \_\_\_\_\_ Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_  
 Religion \_\_\_\_\_ Languages Spoken Other Than English \_\_\_\_\_ Social Insurance No. \_\_\_\_\_  
 Have you applied previously to this School Division in the last 3 years? \_\_\_\_\_  
 Date available/eligible for employment \_\_\_\_\_ E-mail Address \_\_\_\_\_

**EDUCATION**

Secondary \_\_\_\_\_

	School	City	Province
Post Secondary	Degree/Diploma	Years of Attendance	Subject Area Specialties

**SPECIAL TRAINING**

Music  French Immersion  Religious Education  Industrial Arts  Art  Drama  Phys. Ed   
 Core French  Aboriginal Education  Counseling  Special Education  ESL  Band   
 Other(s) \_\_\_\_\_  
 Saskatchewan Teaching Certificate Number \_\_\_\_\_ Certificate Pending

**POSITION PREFERENCES**

a) Please check preferred position(s):  
 Full time  Part time  Substitute  (please include substitute teacher application)  
 b) Indicate preferred elementary grade (K-8) level: First Choice \_\_\_\_ Second Choice \_\_\_\_ Third Choice \_\_\_\_  
 Indicate preferred secondary subject (9-12) area:  
 First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_

For Office Use Only  
 Acknowledge \_\_\_\_\_ Process \_\_\_\_\_ Interview \_\_\_\_\_ Preferred \_\_\_\_\_

## TEACHING EXPERIENCE

Include experience on contract with a valid teaching certificate.

Have you previously held a teaching position in our division? \_\_\_\_\_

Name of School Division	Name of School	Position Held Grades Taught H.S. Subjects	From		To		Time Employed	
			Month	Year	Month	Year	Yrs.	Mos.
<b>Total</b>								

## SALARY CLASSIFICATION

Class \_\_\_\_\_ Step \_\_\_\_\_

## STUDENT TEACHING EXPERIENCE

If you have no teaching experience under contract, complete this section to give information about student internship.

School	Address	Postal Code	Dates	Grades/Subjects
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Supervising Teacher	Address	Postal Code	Telephone (w)	Telephone (h)
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## ADDITIONAL INFORMATION (Other related experience, special or extra-curricular interests/skills, etc.)

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Please submit copies of any superintendent or principal reports you may have along with this application

**St. Paul's R.C.S.S.D. #20 is an approved affirmative action employer and invites applications of Aboriginal ancestry SPA 32/87.**

**Person of Aboriginal Ancestry** (Treaty Indian, Non-Status Indian, Métis or Inuit)

## REFERENCES PERTAINING TO FAITH COMMITMENT

(1) Give the name of your parish priest who will act as your spiritual reference.

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Priest Name	Address	Postal Code	Telephone
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(2) Give the name and address of one other referee who could attest to your personal faith commitment.

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Name	Address	Postal Code	Telephone
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## PROFESSIONAL REFERENCES

Please provide three professional references (i.e. Directors of Education, Superintendents of Education, Principals, Professors and/or teachers) from whom additional information may be obtained about recent teaching.

(1) \_\_\_\_\_

Name	Title	Address	Postal Code	Telephone
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(2) \_\_\_\_\_

Name	Title	Address	Postal Code	Telephone
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(3) \_\_\_\_\_

Name	Title	Address	Postal Code	Telephone
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## QUALIFICATIONS TO TEACH WITH ST. PAUL'S R.C.S.S.D. #20

### CERTIFICATION:

Teachers appointed to St. Paul's R.C.S.S.D. #20 must hold a valid Saskatchewan teaching certificate. Applicants who do not have one, should write immediately to Teacher Services, Saskatchewan Education, 4635 Wascana Parkway, Regina, Saskatchewan, S4P 3V7, to determine eligibility for a certificate, as no contract can be entered upon without assurance of a Saskatchewan certificate.

### COMMITMENT TO CATHOLIC EDUCATION:

St. Paul's R.C.S.S.D. #20 is part of the teaching ministry of the church. Teachers who are employed by our school division are expected to seriously participate in this ministry.

As conditions of employment, it is expected that our teachers will:

- 1) be supportive of the religious program and activities in the school;
- 2) undertake to follow, both in and out of school, a lifestyle and deportment in harmony with Catholic teaching and principles;
- 3) have completed or will complete during the first two years of service, formal training in religious education. As a general rule, this will mean full credit in the two-half classes entitled "Catholic Studies for Teacher 1 (CTHST 105.3) and Catholic Studies for Teachers 2 (CTHST 106.3).

The applicant further understands that an appropriate lifestyle includes participation in the life of the church community and living in keeping with the principles of the Gospels and teachings of the Catholic Church.

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## DECLARATION

I certify 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 my entitlement to a teaching position with St. Paul's R.C.S.S.D. #20 is dependent on my meeting the conditions outlined above.

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Date of Application

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Signature of Applicant



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## **MESSAGE TO APPLICANTS**

Procedures for submitting Faith Reference documents:

1. Complete the Teacher Introduction and Faith Letter. Please note that question 3 is intended to highlight faith-based activities outside of traditional forms of Church participation. Examples include Formation Programs, Catholic Youth Leadership and volunteer experiences with Catholic organizations. This question also is intended to provide an opportunity to detail faith-based activities that demonstrate the diversity within which the Catholic faith is practiced.
2. Make an appointment to discuss this letter with your parish priest.
3. Request that your parish priest complete the Pastoral Letter form (provide him with a blank copy). Please also provide your parish priest with the *Message to Pastors*. The parish priest is to submit his form directly to Human Resource Services.
4. Teachers are to submit the Teacher Introduction and Faith Letter directly to Human Resource Services as part of the application package.



**GREATER  
SASKATOON  
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## TEACHER INTRODUCTION AND FAITH LETTER

(To be completed by candidate)

### FAITH REFLECTIONS:

1. Which parish do you presently attend? \_\_\_\_\_
  - a) Have you formally registered at the Parish? \_\_\_\_\_
  - b) Year Registered: \_\_\_\_\_
  
2. List the Parish ministries in which you are involved currently.
  
3. Describe any other Faith-based activities that you are or have been involved with.
  
4. I am interested in teaching in a Catholic school because ...
  
5. I see myself continuing to grow in my Faith life as a Catholic teacher through:

\_\_\_\_\_  
Teacher's Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Pastor's Name & Parish

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Please feel free to use additional paper if required.



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## **MESSAGE TO PASTORS**

Our school division effectiveness is impacted by the quality of our staff more than any other single factor. Our Division has endeavored to employ high quality men and women who are committed to the unique mandate of Catholic Education. To that end parish priests play a significant role in assessing the suitability of candidates to our system by completing spiritual references. The feedback that you provide through this process is valued greatly.

For your information, once an individual is employed by our School Division we require that:

- He/she will register and remain active at a Catholic Parish in the Saskatoon Diocese/Ukrainian-Catholic Eparchy of Saskatoon.
- He/she will complete Catholic Studies 105.3 and 106.3 within the first two years of employment. These classes cover the content that was part of the provincial Understanding Your Faith Series, which is sponsored by the Bishops of Saskatchewan.
- His/her growth plan be reviewed with a Superintendent of Education during the first two years of employment and with in-school administrators thereafter. All growth plans are expected to address the area of spiritual wellness.
- He/she will abide by the ideals and principles common to members of the Catholic Church and, by word and example, to encourage Catholic students to do likewise.



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## PASTORAL LETTER

Parish Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

This letter will acknowledge my introduction to this prospective teacher with Greater Saskatoon Catholic School Division. I received and discussed this candidate's Letter of Introduction and Faith Reflection.

Pastor Comments:

\_\_\_\_\_  
Pastor Name (Print)                      Date                      Signature

Please sign, place stamp or seal of Parish on document, and mail the completed form directly to:  
Superintendent – Human Resource Services  
St. Paul's R.C.S.S.D. #20  
420 – 22<sup>nd</sup> Street East  
Saskatoon SK S7K 1X3  
(Fax or email documents will not be accepted)

This document will be treated confidentially.