



CATHOLIC SCHOOL CENTRE

1000 FIFTH AVENUE S.W., CALGARY, ALBERTA, CANADA, T2P 4T9 PHONE (403) 298-1414 FAX (403) 298-1382

WELCOME TO THE CALGARY CATHOLIC SCHOOL DISTRICT

Thank you for considering the Calgary Catholic School District as a prospective employment opportunity.

The Teacher Application Form can be downloaded and printed for your convenience. Completed applications should be forwarded to the Calgary Catholic School District with the required documentation. Human Resource Services will contact you personally if you are being considered for an interview.

The Alberta Department of Learning certifies teachers in Alberta. All experienced teachers must provide proof of certification. All current graduates must apply as soon as possible for their certificate. Please make application for certification to:

Alberta Department of Learning
West Tower, Devonian Building
11160 Jasper Avenue
Edmonton, Alberta T2K 0L2
Web-site: <http://www.learning.gov.ab.ca/>
Telephone: In Alberta, dial toll-free 310-0000, then 427-2045,
or 1-780-427-2045 for out of province applicants.

Teachers must apply for a Statement of Teacher Qualifications to teach in Alberta. This form may be obtained by contacting the Alberta Teachers' Association (TQS):

ATA Teacher Qualification Service
Barnett House
11010 – 142 Street
Edmonton, Alberta T5N 2R1
E-mail: tqs@teachers.ab.ca
Telephone: In Alberta, dial toll free 1-800-232-7208.

It should be noted that all costs incurred in providing the required documentation are the responsibility of the applicant.

Best Wishes In Your Pursuit Of A Teaching Position!

Linda E. Woitas, Director
Human Resource Services



CALGARY
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DISTRICT No.1

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DOCUMENTATION NEEDED TO COMPLETE YOUR FILE

- 1. Teacher Introduction and Faith Letter. (Signed by Parish Priest)**
- 2. A Declaration of Faith and the Practice of the Ministry of Teaching in a Catholic School. (Signed by Parish Priest)**
- 3. Baptismal Certificate. (Copy)**
- 4. Current statement of health signed by a medical doctor.**
- 5. A recent Police Security Clearance. (Copy)**
- 6. An Employee Acceptable Use Policy for Internet Use.**
- 7. Alberta Teaching Certificate. (Copy)**
- 8. Social Insurance Card. (Copy)**
- 9. Birth Certificate. (Copy)**
- 10. University Transcripts. (Copy)**
- 11. New Teachers: Copies of Student Teaching Reports.
Experienced Teachers: Copies of Teacher Evaluations.**
- 12. A.T.A. Statement of Qualifications for salary purposes.**
- 13. Evidence of previous teaching experience. (If applicable)**

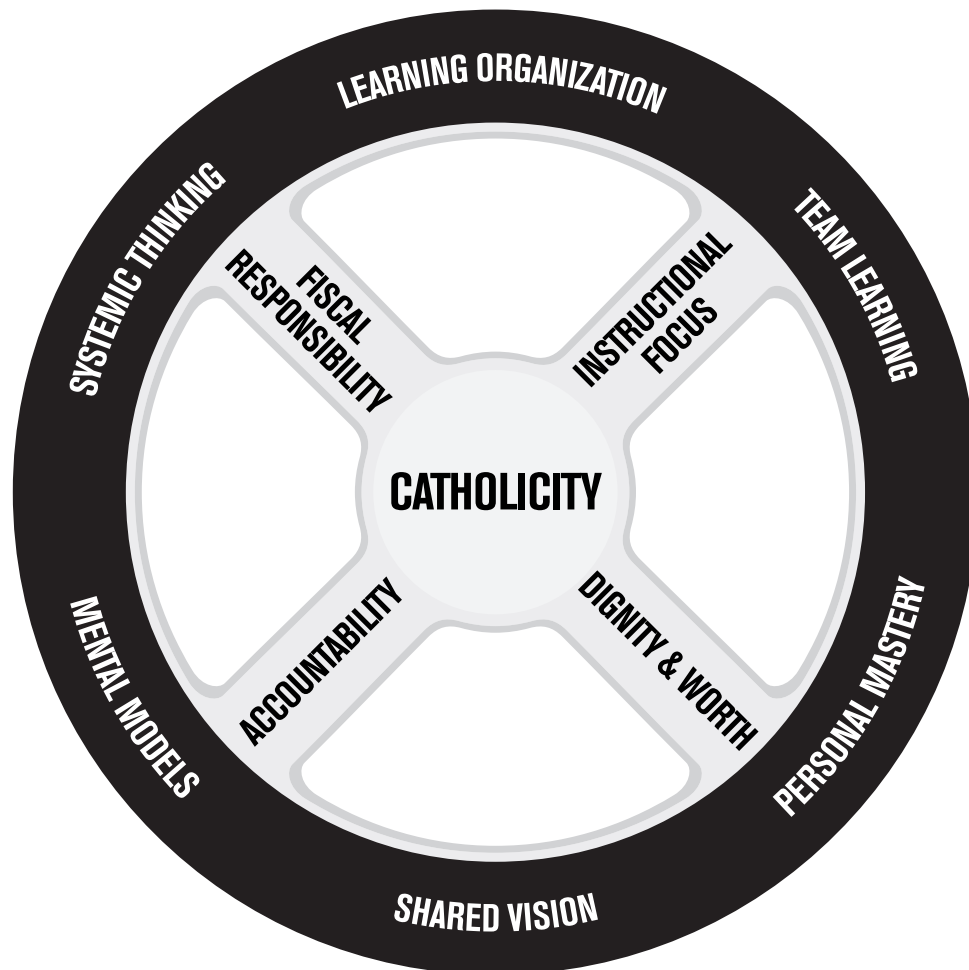
The processing of your application could be delayed if Items #1 - 11 are not included in your file. All applicants are paid for 3 years of education until Items #12 and #13 are received. Retroactive pay will be issued to you when these documents are added to your file.

Name:



TEACHER

Application Form



District Mission Statement

Calgary Catholic School District is a learning organization that empowers students to reach their full potential, to meet the challenges of life, to serve their community and to journey in faith with God, through Christ, in the Spirit.

The information requested in this application package, including the inserts is being collected pursuant to the *Alberta Freedom of Information and Protection of Privacy Act*, Section 32. The information will be used to determine the suitability and eligibility of applicants for placement purposes within the District. If you have any questions concerning the collection or use of this information, please contact the Privacy and Information Co-ordinator, Calgary Catholic School District, 1000 - 5 Avenue S.W., Calgary, AB T2P 4T9 or you may call (403) 298-1414.

Personal Data (Please Print)

Applicant's Name in Full			
Date of Application		<input type="checkbox"/> Catholic <input type="checkbox"/> Non-Catholic	
Current Address			City
Province	Postal Code	Telephone No. ()	
Permanent Address			City
Province	Postal Code	Telephone No. ()	
Fax No. ()	E-Mail Address		

Certification

Alberta Certificate Number (Held or Pending)	<input type="checkbox"/> Permanent <input type="checkbox"/> Interim
Teaching Certificate from Other Province	

Educational Record

	Name and Location of School	Date of Graduation	Degree	Major	Minor
High School					
University (Undergraduate)					
University (Graduate)					
Other Areas of Training and/or Certification _____					

References

In addition to the Pastoral Reference from your parish priest, applicants are required to provide two references, preferably of an educational nature. (These may include references submitted as part of documentation process). By signing this application form you are giving your consent that representatives from the Calgary Catholic School District may contact these references as part of the placement process.

Name	Position
Address	Telephone No. ()
Name	Position
Address	Telephone No. ()

General

As part of the teaching ministry to the pupils of the Calgary Roman Catholic Separate School District, and as a condition of employment, a teacher taking employment with the system: (a) represents that she or he is willing to teach the Catholic religion; (b) undertakes to follow, both in and out of school, a lifestyle and deportment in harmony with Catholic teaching and principles; and, (c) agrees to take further instruction or training from time to time to update and maintain competence in teaching the Catholic religion.

Declaration

I certify that the information in this application is true and complete. I understand that if any of these statements are discovered to be untrue this application may be rejected and my appointment to a position may be rescinded.

Signature of Applicant

Witness

Date

Please ensure that all required documents are submitted with your Teacher Application Form. Should any documents NOT BE INCLUDED, the processing of your application WILL BE DELAYED.



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TEACHER INTRODUCTION AND FAITH LETTER

(To be completed by candidate)

Please complete this form, then make an appointment to meet your parish priest to have it signed and sealed.

Name: _____ Date: _____

Address: _____ Telephone: _____

FAITH REFLECTIONS:

(1) Describe the practice of your Catholic faith over the past five years (parish involvement, etc.).

(2) Which parish do you presently attend? _____

(a) Have you formally registered at the Parish? _____

(b) Year Registered: _____

(3) List the Parish ministries in which you are involved currently?

(4) What contributions are you personally making to the Catholic School community?



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RE: PASTORAL LETTER

Parish Name: _____ Telephone: _____

Address: _____ Postal Code: _____

This letter will acknowledge my introduction to this prospective teacher with the Calgary Catholic School District. I received and discussed this candidate's Letter of Introduction and Faith Reflection. I have also discussed the Declaration of Faith and the Practice of the Ministry of Teaching in a Catholic School document with this candidate.

It is my understanding that this candidate will remain active at this Parish and that this Parish will attest to his/her faith commitment prior to the issuance of a permanent contract with the Calgary Catholic School District.

PASTOR COMMENTS:

Teacher's Name (Print)

Date

Teacher's Signature

Parish Priest Name (Print)

Date

Parish Priest Signature

Please sign, place stamp or seal of Parish on document, and then mail the completed form directly to the Director of Human Resource Services, Calgary Catholic School Centre, 1000 - 5th Ave. S.W., Calgary, AB T2P 4T9.

This document will be placed in the candidate's file when completed and will be subject to the Freedom of Information and Privacy Act regulations.



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 practiced 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 the 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 Calgary Roman Catholic Separate School District #1.**

_____ Teacher Name (Print)	_____ Date	_____ Teacher's Signature
_____ Parish Priest (Print)	_____ Date	_____ Parish Priest Signature

Please sign, place stamp or seal of Parish on document, and then mail the completed form directly to the Superintendent of Human Resource Services, Calgary Catholic School Centre, 1000 - 5th Ave. S.W., Calgary, AB T2P 4T9. (Faxes or e-mails will not be accepted.)



Calgary Catholic School District

Employee Acceptable Use Policy for Internet Use

The personal information on this form is being collected pursuant to the *School Act*, Section 34 and the *Freedom of Information and Protection of Privacy Act*, Section 32(c). The information will be used to establish that employees have an understanding of the policy for Acceptable Internet Use and consented to the rules and precautions in place for such usage. If you have any questions concerning the collection or use of this information, please contact the Privacy and Information Co-ordinator, Calgary Catholic School District, 1000-5 Avenue S.W., Calgary, AB T2P 4T9 or telephone (403) 298-1411.

The Calgary Roman Catholic Separate School District No.1 is providing Internet and e-mail access to all of the District's schools and office locations using the District's Wide Area Network. The purpose of the Internet and e-mail access is to facilitate communications in support of research and education by providing access to a variety of electronic resources and opportunities for collaborative work.

Conditions and Rules For Use

To remain eligible as a user, the use of your account must be in support of and consistent with the District's policies, regulations, mission statement and pillars.

The transmission of, or obtaining access to any material in violation of any International or Canadian law, whether Federal, Provincial, Municipal, or of other statutes is prohibited. In addition, the transmission of, or obtaining access to any material in violation of the laws of any other state or in violation of the rules or laws of any International agency or organization is prohibited. The violation of Canadian law will be deemed to occur in relation to transmission of, or obtaining access to any material in breach of copyright, in relation to threatening or obscene material, in relation to illegal material or material protected by trade secret, commercial use of the system provided by the District or use of the system provided by the District for product advertisement or political lobbying. The uses mentioned in this paragraph are not an exclusive list but are examples of unacceptable use that will result in the penalties outlined in this agreement.

The appropriate use of the Internet is a responsibility of all employees. Any unacceptable use, including the violation of the terms of this agreement and any additional rules the District may put in place from time to time regarding the use of the District's system will result in cancellation of the privilege of use of the District's system for access to the Internet. The District may deny, revoke, suspend or close any user account at any time based upon a determination of unacceptable use by an account holder or user. The determination as to whether an unacceptable use has occurred will be a decision solely within the discretion of the Chief Superintendent or his designate.

The District's Internet service can be used for personal communication provided the use is consistent with this Acceptable Use Policy and the personal use is not done during normal school or working hours.

The use of the District's computers and network is not private.

The District reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:

- Be polite. Do not get abusive in your communications to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not engage in activities prohibited under municipal, provincial, federal or international law.
- Do not reveal your personal address or phone numbers or that of students or colleagues.
- **Electronic mail (e-mail) is not private.** People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges and possibly legal action.
- Do not use the network in such a way that you disrupt the use of the network by others.
- All communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network.

Warranties

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the District’s negligence or by the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. **All users need to consider the source of any information they obtain and consider how valid that information may be.**

Network Security

Security on any computer network is a high priority especially when the network involves many users. **A user must never allow others to use his/her password.** Users should also protect their passwords to ensure network security, their own privileges and the ability to continue to use the network. If a user feels they can identify a security problem on the Network they must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log on to the network as a network administrator will result in cancellation of user privileges. Any user identified as a security risk for having a history of problems with other computer networks will be denied access to the Internet by the District.

Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, Internet or other networks that are connected to the Internet. This includes, but is not limited to the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user’s work.

Unacceptable Material

Users may encounter material the access to which or use of which is unacceptable, such as hate literature, pornography and information related to immoral or illegal activities. It is the user’s responsibility not to initiate access to such material and to cease access to such material immediately upon discovery that access has been inadvertently gained to such material and to report the inadvertent access, in writing, to their supervisor. The District shall not be liable for any decision by any service provider or by the District itself to restrict access to or to regulate access to material on the Internet. It is also understood by the undersigned that the District does not control material on the Internet and the District is therefore unable to control the content of data that a user may discover or encounter through the use of the Internet.

Penalties For Improper Use

Any user violating these rules, applicable Provincial, Federal, Municipal or International laws or posted classroom, school and District rules is subject to loss of Internet privileges and any other District disciplinary options up to and including dismissal.

Required Signatures

User

I understand and will abide by the provisions and conditions of this agreement.

User Name (please print): _____

Signature: _____ Date: _____