



CATHOLIC INDEPENDENT SCHOOLS PRINCE GEORGE DIOCESE

6500 Southridge Avenue • Prince George, BC, Canada V2N 5P9 • 250-964-5642 • www.cispg.ca

APPLICATION FORM FOR PRINCIPAL

GENERAL INFORMATION:			
NAME:			
Surname	Given Names	Title	
ADDRESS:			
Street	City	Province	Postal Code
TELEPHONE:		E-MAIL ADDRESS:	
Home	Cell		
<i>If previously employed under a different name and/or relevant records are registered under a different name, please indicate the name used:</i>			
CURRENT POSITION AND EMPLOYER: <i>(include School/District or Diocese location)</i>			
RELIGION:		PASTOR:	PARISH:
PARISH ADDRESS:		PHONE:	

TEACHING EXPERIENCE: <i>Start with your most recent experience</i>					
DATES EMPLOYED M/D/Y/ to M/D/Y	FTE % TIME	GRADE/ POSITION	SCHOOL/DISTRICT ADDRESS	PRINCIPAL SUPERVISOR	REASON FOR LEAVING

ADMINISTRATIVE EXPERIENCE: <i>Start with your most recent experience</i>				
DATES EMPLOYED M/D/Y/ to M/D/Y	SCHOOL	DISTRICT/DIOCESE	POSITION	SUPERVISOR

OTHER WORK EXPERIENCE: include work with voluntary or service organizations

DATES EMPLOYED M/D/Y/ to M/D/Y	EMPLOYER City, Province	TYPE OF WORK	POSITION	REASON FOR LEAVING

EDUCATION: Start with your most recent experience. Please submit transcripts.

DATES ATTENDED M/D/Y/ to M/D/Y	NAME OF INSTITUTE City, Province	DEGREE/DIPLOMA	MAJORS	MINORS

If Master's degree not complete, give anticipated date of completion and name of University:

CERTIFICATION: Please attach a copy of your teaching certificate**CERTIFICATION PRESENTLY HELD:**

Province	Standard #	Professional #	Date Obtained	Permanent <input type="checkbox"/>
				Interim <input type="checkbox"/>

OTHER CERTIFICATES HELD:

REFERENCES: *Please include three references from people who can comment on your teaching, leadership experience or faith. These should include your current supervisor, someone with whom you have worked in a leadership capacity, and your pastor (please ensure that your pastor receives the online Pastor Reference Form available from the website).*

NAME	ADDRESS	POSITION/ RELATIONSHIP	TELEPHONE

ADDITIONAL INFORMATION:		
1. Month, day, year available:		
2. Are you legally eligible to accept employment in Canada? I am a Canadian citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Holder of a valid work permit <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Have you ever been convicted of a criminal offense or are there any outstanding criminal charges against you? <ul style="list-style-type: none"> <i>In the case of a pardon or conditional or absolute discharge, answer no.</i> <i>If the answer is yes, give details in a separate document, including dates and places of charges and convictions. Mark "CONFIDENTIAL".</i> 	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Have you ever been suspended, disqualified, censured, discharged or had disciplinary action instituted against you as a member of any profession or organization? <ul style="list-style-type: none"> <i>If the answer is yes, please give details in a separate document and attach related documents. Mark "CONFIDENTIAL".</i> 	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Do you know of any reason why you should not be employed in a capacity in which you work or will be in contact with children?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

APPLICANT'S DECLARATION AND SIGNATURE:
<p>As a prerequisite to teaching in the Catholic Independent Schools, Diocese of Prince George, it is a condition of employment that the teacher/administrator:</p> <ul style="list-style-type: none"> (a) holds the academic and professional credentials required in British Columbia, i.e., valid British Columbia teacher's certification issued by the BC Teacher Regulation Branch; (b) Is professionally competent to teach the Catholic religion as approved for the Diocese and by the CISPG Board and is willing to do so; (c) Undertakes to be living evidence of fundamental Catholic values – a teacher/administrator is expected to recognize that his/her personal lifestyle has an impact not only upon the development of youth but upon his/her credibility with youth; (d) Agrees to take further instruction or training from time to time to update and maintain competence in teaching the Catholic religion. <p>The applicant further understands that an exemplary Catholic lifestyle includes regular participation in the sacraments of the Church and a lifestyle in keeping with the principles of the Gospel and teachings of the Catholic Church.</p> <p>DECLARATION AND SUGNATURE:</p> <p><i>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 also understand that if any of these statements are untrue my appointment to a position may be terminated or rescinded at any point.</i></p> <p><i>I hereby authorize CISPG to conduct a Criminal Records Search in connection with my application. I give permission for CISPG to contact referees or prior employers listed in this application and I understand that information obtained as part of this application will be regarded as confidential and shall not be revealed to me. I also give permission for my resume and documents to be shared with members of the interview committee.</i></p> <p>_____</p> <p>Date Signature of Applicant</p>

ENCLOSURES: *With this application please include the following documents ...*

1. Baptismal Certificate
2. Marriage Certificate (if applicable)
3. Cover Letter
4. Statement of Educational Philosophy
5. Resume of experience and qualifications pertinent to this position
6. Four references from people who can comment on your teaching, leadership experience or faith. These should include your current supervisor, someone with whom you have worked in a leadership capacity, and your pastor (please ensure that your pastor receives the online Pastor Reference Form available from the website).
7. Performance Appraisal, if available
8. Completed Application Form, including teaching certificate, academic transcripts and any other pertinent documents