



# CATHOLIC INDEPENDENT SCHOOLS DIOCESE OF PRINCE GEORGE

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

## APPLICATION FORM FOR PRINCIPAL - 2018

GENERAL INFORMATION:			
<b>NAME:</b>			
Surname	Given Names	Title	
<b>ADDRESS:</b>			
Street	City	Province	Postal Code
<b>TELEPHONE:</b>		<b>E-MAIL ADDRESS:</b>	
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>			
<b>CURRENT POSITION AND EMPLOYER:</b> <i>(include school/district location)</i>			
<b>RELIGION:</b>	<b>PASTOR:</b>	<b>PARISH:</b>	
<b>PARISH ADDRESS:</b>		<b>PHONE:</b>	

<b>TEACHING EXPERIENCE:</b> <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

<b>ADMINISTRATIVE EXPERIENCE:</b> <i>Start with your most recent experience</i>				
DATES EMPLOYED M/D/Y/ to M/D/Y	SCHOOL	DISTRICT	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 education. 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:*

**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 four references from people who can comment on your teaching, leadership experience and/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"> <li><i>In the case of a pardon or conditional or absolute discharge, answer no.</i></li> <li><i>If the answer is yes, give details in a separate document, including dates and places of charges and convictions. Mark "CONFIDENTIAL"</i></li> </ul>	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"> <li><i>If the answer is yes, please give details in a separate document and attach related documents. Mark "CONFIDENTIAL"</i></li> </ul>	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 DECLARATION

When hiring teachers and administration, we select qualified individuals who exhibit exemplary attitude, ethics, and moral qualities as delineated in the [Independent School Teacher Conduct and Competence Standards](#). Your vocation in our Catholic schools is witness to the CISPG Vision where "Parents, Pastors, and Staff collaborate to form a community where students are inspired to live the sacramental life, to grow in the moral life of virtue, and to thrive intellectually".

#### CATHOLIC TEACHERS/ADMINISTRATION

Catholic teachers employed by CISPG will demonstrate at all times conduct and a way of life that are consistent with the [Catholic Denominational Standards](#) which include, but are not limited to:

- be a living witness of the Catholic faith through attending Sunday Mass, school liturgies and services, and living a single or married life according to the tenets of the Catholic Church
- be an active member of a parish
- be committed and capable of teaching the Diocesan-approved Religious Education Program
- be a Christian role model for others in the school, parish and community

#### NON-CATHOLIC TEACHERS/ADMINISTRATION

- Non-Catholic teachers employed by CISPG will demonstrate at all times to the satisfaction of the employer, respect for the aims and nature of the school and its Catholic beliefs and practices which include, but are not limited to:
- living a single life or having a valid marriage certificate
- be a Christian role model for others in the school, parish and community

I have read and commit to the Applicant Declaration for: Catholic Teachers  Non-Catholic Teachers

As well, 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.

SIGNATURE OF APPLICANT

DATE

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

1. Baptismal Certificate
2. Church 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