

Education Support Professional Application

Checklist

In order to be considered complete, all applications for Education Support Professional employment with Regina Catholic Schools must contain the following elements:

- 1. Completed application form**
- 2. Resume**
- 3. Completed Parish Priest Reference Form or Letter**
- 4. Transcripts**
 - proof of completion of Grade 12 or G.E.D.**
 - transcripts of relevant post-Secondary education**
 - work experience or evaluation forms would be preferred**
- 5. Business References**

Applications may not be considered unless the above-listed items are provided.

Applicants are also advised that all offers of employment are subject to satisfactory completion of a Criminal Record Check. A health certificate may be requested if a requirement of the position.

Appropriate forms may be obtained from Human Resource Services at 2160 Cameron Street, Regina, SK



**REGINA CATHOLIC SCHOOLS
EDUCATION SUPPORT
PROFESSIONAL APPLICATION**

Name: _____
Position applied for: _____
Date available: _____

Mission Statement of Regina Catholic Schools
The Regina Catholic School Division is dedicated to working with the community and the local church to provide a quality Catholic Education that fosters academic excellence and the development of informed, responsible citizens.

NOTICE TO APPLICANTS

Whenever possible, please supply all information requested in each section of the application form. Incomplete forms may not receive full consideration. **Please refer to the enclosed checklist to ensure that all elements necessary to your application are included.**

Applications are kept on active file for a period of one year. Applications will only be re-activated at the request of the applicant by telephone or written correspondence.

GENERAL INFORMATION

Mr. ___ Ms. ___ Mrs. ___ Fr. ___ Sr. ___

Name in full: _____
(Surname) (First Name) (Middle Initial)

Present address: _____

Postal Code: _____ Telephone: _____

Social Insurance Number: _____

Religion: _____ Languages spoken other than English: _____

EDUCATION (Transcripts of all education must be included)

The highest grade you completed in elementary or secondary school was Grade _____

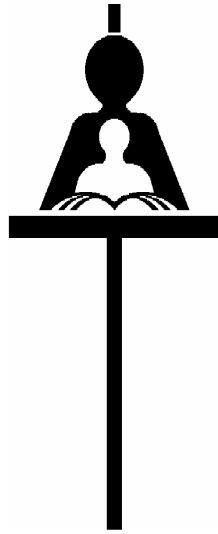
Name of School: _____ City: _____

Post Secondary Education

| Institution | Degree or Certificate | Major Area of Study | Date Completed |
|--------------------|------------------------------|----------------------------|-----------------------|
| | | | |
| | | | |
| | | | |

EMPLOYMENT HISTORY (Please list most recent first)

| Name and Address of Employer | Position Title | Employment Period | Supervisor (please include phone #) |
|-------------------------------------|-----------------------|--------------------------|--|
| | | | |
| | | | |
| | | | |



Regina Catholic Schools

Confidential

Parish Priest Reference

Quality Catholic Education

Please return completed form to:

Regina Roman Catholic Separate School Division No. 81
Human Resource Services
2160 Cameron Street
Regina, SK S4T 2V6

Confidential Parish Priest Reference

Name of Applicant: _____

Telephone Number: _____

1. Do you know the applicant sufficiently to answer some questions about him/her? Yes
 No

2. Did you have an opportunity to interview the applicant? Yes
 No

3. If you know the applicant, in what context have you known the person? (check any item(s) that apply)

- | | | | |
|-----------------------|--------------------------|-------------------------|--------------------------|
| Sunday Masses | <input type="checkbox"/> | Sacrament Preparation | <input type="checkbox"/> |
| Parish Organization | <input type="checkbox"/> | Government Institution | <input type="checkbox"/> |
| Diocesan Organization | <input type="checkbox"/> | In School | <input type="checkbox"/> |
| University | <input type="checkbox"/> | Other: (please specify) | <input type="checkbox"/> |

For what period have you known this applicant? _____ to _____

4. Would you want the applicant to teach Religion to the children of your parish? Yes
 No

5. Pastoral Rating:

- | | | | | |
|--|--------------|--------------------------|----------------|--------------------------|
| Personal Christian Commitment: | Satisfactory | <input type="checkbox"/> | Unsatisfactory | <input type="checkbox"/> |
| Catholic Practice: | Satisfactory | <input type="checkbox"/> | Unsatisfactory | <input type="checkbox"/> |
| Understanding of the Catholic Faith: | Satisfactory | <input type="checkbox"/> | Unsatisfactory | <input type="checkbox"/> |
| Personal Involvement in Parish Activities: | Satisfactory | <input type="checkbox"/> | Unsatisfactory | <input type="checkbox"/> |
| Religious Values and Attitudes: | Satisfactory | <input type="checkbox"/> | Unsatisfactory | <input type="checkbox"/> |

6. Pastoral Comments:

I provide my reference for this candidate. I cannot provide a reference at this time.

I provide my conditional reference for this candidate and will review my reference in 6 months 1 year.

| | | |
|----------------------------------|--|--------|
| | | |
| Signature of Priest or Designate | | Date |
| | | |
| Name of Priest (Please Print) | | Parish |
| | | |
| E-mail Address | | Phone |