

Please Note: **SAVE** this form to your desktop  
**COMPLETE** the saved form  
**SAVE** again  
**EMAIL** as an attachment to [smiljanec@holyspirit.ab.ca](mailto:smiljanec@holyspirit.ab.ca)

NAME OF APPLICANT: \_\_\_\_\_

# **SUBSTITUTE TEACHER APPLICATION FORM**

***Holy Spirit Roman Catholic Separate School Division***

620 – 12 'B' Street North  
Lethbridge, Alberta T1H 2L7  
Phone: (403) 327-9555 Fax: (403) 327-9595

## ***Mission Statement***

HOLY SPIRIT



CATHOLIC SCHOOLS

*We are a Catholic Faith Community  
dedicated  
to providing each student entrusted to our  
care,  
with an education rooted in the Good News of  
Jesus Christ.*

*Guided by the Holy Spirit, our schools in  
partnership  
with home, parish and society, foster the  
growth of  
responsible citizens who will live, celebrate  
and proclaim their faith.*

***Our Catholic Faith is the foundation of all that we do***

## PERSONAL DATA

Date of Application: \_\_\_\_\_

Applicant's name (in full):	
Preferred Name:	Date of Birth:
Marital Status:	Religion:
Email Address:	

Current Address:		City:
Province:	Postal Code:	Telephone:

Permanent Mailing Address: (if different from above)		City:
Province:	Postal Code:	Telephone:

Next of Kin Name:	Address:	Telephone:
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## CERTIFICATION

Alberta Certificate No. (a copy must be provided) _____	<input type="checkbox"/> Permanent	<input type="checkbox"/> Interim	<input type="checkbox"/> Pending
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## RELATIVES

Do you have any relatives presently working for this division? _____ YES (if yes, please complete below) _____ NO	
Name _____	Relationship _____
Name _____	Relationship _____

## EDUCATION RECORD

	NAME AND LOCATION OF SCHOOL	DATE OF GRADUATION	DEGREE	MAJOR	MINOR
High School					
University (Undergraduate)					
University (Undergraduate)					
University (Graduate)					

Other areas of training and/or certification:

## TEACHING EXPERIENCE

Please start with most recent position and work to position first held.

Please include Practicum placements if applicable.

Year From-To	School and School District	Subjects & Grades	Principal Name, Address, Telephone

**Total Years:** \_\_\_\_\_

Please note: In order to recognize this experience, we require letters from all the districts you have worked for.

## ALBERTA TEACHER QUALIFICATIONS EVALUATION Please check one.

I have provided a statement of qualifications from Teacher Qualification Service.

I will contact the Teacher Qualification Service, Alberta Teachers' Association for an official evaluation.

***SPECIAL AREAS*** Check any special training or experience you have had in the following areas:

<input type="checkbox"/> Art	<input type="checkbox"/> Literacy and Numeracy
<input type="checkbox"/> Inclusive Ed.	<input type="checkbox"/> Language(s) Spoken Other Than English _____
<input type="checkbox"/> Co-curricular	
<input type="checkbox"/> Counselling	
<input type="checkbox"/> Drama	
<input type="checkbox"/> Extra-curricular	
<input type="checkbox"/> French	
<input type="checkbox"/> Music	
<input type="checkbox"/> Play the piano	
<input type="checkbox"/> Religious Ed.	
<input type="checkbox"/> Phys. Ed.	

**Career and Technology Study Clusters:**

<input type="checkbox"/> Business, Administration, Finance & Information Technology
<input type="checkbox"/> Health, Recreation & Human Services
<input type="checkbox"/> Media, Design & Communication Arts
<input type="checkbox"/> Natural Resources
Trades, Manufacturing & Transportation

Please describe those checked:

***OTHER INTERESTS, ACTIVITIES OR EXPERIENCES*** that would enhance your contribution to this Division:

## REFERENCES

**In addition to the Pastoral Reference Form**, applicants are required to provide the contact information for three references, preferably of an educational nature. (These may include references submitted as part of the documentation process).

Name:	Position:
Email:	Phone:

Name:	Position:
Email:	Phone:

Name:	Position:
Email:	Phone:

## GENERAL

As part of the teaching ministry to the pupils of a Catholic School Division, and as a condition of employment, a teacher taking employment with the system:

- ~ represents that he/she is professionally competent to teach the Catholic religion and is willing to do so;
- ~ undertakes to follow, both in and out of school, a lifestyle and deportment in harmony with Catholic teaching and principles;
- ~ and agrees to take further instruction or training from time to time to update and maintain competence in teaching the Catholic religion.

The applicant understands that the word "Catholic" refers to "Roman Catholic" and is meant to include all rites of the Roman Catholic Church or Byzantine Church.

The applicant further understands that a Catholic lifestyle includes participation in the sacraments of the Church, living in keeping with the principles of the gospels and teachings of the Catholic church.

Please write a paragraph entitled: *“Why I wish to teach in a Catholic School”* or *“The Catholic School is Unique”*.

[illegible]

## A DECLARATION OF FAITH AND THE PRACTICE OF THE MINISTRY OF TEACHING IN A CATHOLIC SCHOOL

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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 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 Holy Spirit Catholic Schools.*

**HOLY SPIRIT**



**CATHOLIC SCHOOLS**

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

20210127

## CHECKLIST FOR APPLICANTS

### A. Submitting an application for a substitute teaching position:

1. Complete the application form in full. Items which do not apply should be marked N/A (not applicable).
2. The initial application package must also include a completed Pastoral Reference form (found on our website: [www.holyspirit.ab.ca](http://www.holyspirit.ab.ca) - Human Resources - Forms). *If you do not have a Parish Priest to sign the form, we require at least questions 3 and 4 answered.*
3. Only applicants selected to be interviewed for a substitute teaching position will be contacted once their application has been reviewed by the Deputy Superintendent.
4. Include cover letter, resume and any other documentation to support your application.
5. Successful applicants are required to provide the following prior to being added to our sub list:
  - i) \*a current Police Information (including Vulnerable Sectors) Check;
  - ii) \*a current Intervention Record Check;
  - iii) a copy of a valid Alberta Teaching Certificate;
  - iv) a copy of your social insurance card or a form issued by Service Canada with both your name and social insurance number on it.  
\*Please note: if you have been convicted of any offence against the Criminal Code or statutes or regulations relating to alcohol, narcotics, or other drugs, it is your duty to make the nature of this conviction known to the Superintendent.
6. A copy of a TQS and/or letters of teaching experience must be provided in order to determine placement on the salary grid. If they are not provided, applicants are automatically placed at four (4) years of education and zero (0) years of experience.

### B. Teacher Responsibilities:

1. To follow Alberta Learning curriculum guidelines;
2. To accept direction from the Principal of the school;
3. To carry out the assigned tasks of the Board;
4. To model a faithful, Catholic life for the students of the Division;
5. To respect and teach the doctrines of the Catholic Church and the mandate of the local Bishop.

### DECLARATION AND SIGNATURE

1. I am not obligated because of a bursary or for any other reasons, to teach in any other school district during the next school year. I further declare that all the information given here is correct, and that I understand the conditions governing this application.
2. 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.
3. I understand if any of these statements are untrue or my commitment to Catholic Education and/or Catholicism changes, this application may be rejected and that my appointment to a position may be rescinded or terminated at any time.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

The information in this application package, including the inserts, is being collected in accordance with the Alberta Freedom of Information and Protection of Privacy Act (FOIP). The information will be used to determine the suitability and eligibility of applicants for placement purposes within the Division.

Please email the completed application form and supportive data to: Leslie Smiljanec at [smiljanec@holyspirit.ab.ca](mailto:smiljanec@holyspirit.ab.ca)

**Mrs. Michelle MacKinnon**  
**Deputy Superintendent of Schools**

620 – 12 'B' Street North  
Lethbridge, Alberta T1H 2L7  
Phone: (403) 327-9555 Fax: (403) 327-9595

20210127



## INFORMATION REQUIRED FOR TOC (TEACHER ON CALL) ONLY

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### **PREFERRED TEACHING POSITION(S):**

Please check grade levels preferred:

All Grades

Junior High

E.C.S.

Senior High

Kindergarten

French Immersion

Grades 1-6

Other (please explain)

### **PREFERRED SUBJECT AREAS:**

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

LANGUAGE(S) SPOKEN OTHER THAN ENGLISH: \_\_\_\_\_

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### **PREFERRED LOCATIONS:**

Please check which schools you prefer:

All Schools

St. Joseph, Coaldale

City of Lethbridge Schools

St. Catherine, Picture Butte

St. Patrick, Taber

St. Mary, Taber

St. Michael's, Pincher Creek

St. Michael's, Bow Island

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### **AVAILABILITY:**

What days/times are you available to teach?

All Days

Mornings only

Afternoons only

Monday

Tuesday

Wednesday

Thursday

Friday