



WCDSB Teaching Complete Application Checklist:

<p>Only COMPLETE applications will be considered for an interview. A COMPLETE application includes:</p>
<p>Online Apply to Education Application Form</p> <ul style="list-style-type: none"> • All Applicants
<p>Cover Letter</p> <ul style="list-style-type: none"> • All Applicants
<p>Resume</p> <ul style="list-style-type: none"> • All Applicants
<p>Ontario College of Teachers' Certificate of Qualification (OCT Number)</p> <ul style="list-style-type: none"> • All Applicants <ul style="list-style-type: none"> ○ New or soon-to-be graduates' applications will be considered complete pending the receipt of this certificate. ○ New or soon-to-be graduates' applications awaiting this certificate will be considered for an interview, but, if successful, will be added to the list as an uncertified teacher until the certificate is received.
<p>Current Dated Baptismal Certificate (Dated in the Last 12 Months)</p> <ul style="list-style-type: none"> • All Applicants <ul style="list-style-type: none"> ○ Please upload to the "Pastoral Reference" Section of the Apply to Education application. ○ A current dated confirmation certificate is sufficient ONLY if you were baptized in affiliation with a Christian denomination other than Roman Catholic. ○ Not applicable to non-Catholic applicants and/or those only interested in Continuing Education positions.
<p>Pastoral Reference & Declaration of Commitment (Dated in the Last 12 Months)</p> <ul style="list-style-type: none"> • All Applicants <ul style="list-style-type: none"> ○ Please upload to the "Pastoral Reference" Section of the Apply to Education Application. ○ Pastoral Reference Letter: must state that the applicant is a baptized and practicing Roman Catholic. ○ Declaration of Commitment: please complete form (available on our website): http://www.wcdsb.ca/careers/application/hr-forms.html.
<p>Teacher Performance Appraisal (TPA) Sum Report or Most Recent Performance Appraisals</p> <ul style="list-style-type: none"> • All teachers who have had a TPA or formal performance appraisal
<p>Practice Teaching Reports</p> <ul style="list-style-type: none"> • All new or soon-to-be graduates from a Faculty of Education • Applicants who have not been employed in a permanent position for one (1) year or longer. • Applicants who have not had a TPA or formal performance appraisal.
<p>Undergraduate and If Applicable, Postgraduate University Transcripts</p> <ul style="list-style-type: none"> • All new or soon-to-be graduates from a Faculty of Education • Applicants who have graduated fewer than five (5) years ago. • All applicants who are submitting practice teaching reports.
<p>Two (2) Current Professional References</p> <ul style="list-style-type: none"> • Employed by a School Board on a contract position within the last 24 months? – If YES, one reference must be the most recent, immediate supervisor. • Faculty of Education student within the last 12 months and not been employed by a School Board on a contract position? – If YES, one reference must be a Faculty of Education Advisor or Associate Teacher. • Returning to a teaching from a leave greater than 24 months? – If possible, seek professional and/or academic references or alternative may be personal character references.
<p>Additional Information</p> <ul style="list-style-type: none"> • The application submission deadline for the following school year is the second Monday in February of each year. For Example: Monday February 14th, 2011 is the deadline for the 2011-2012 school year. <ul style="list-style-type: none"> ○ Applications received after this date will be screened on an "as needed" basis. • Your application package is subject to the terms of the WCDSB Privacy Policy. • If you have any questions you may contact Erica Duff – erica.duff@wcdsb.ca.

Fill out only **ONE** application for the Waterloo Catholic District School Board

Send your application on-line through www.applytoeducation.com

Our jobs are posted on applytoeducation and can be viewed by clicking the 'Search Jobs' button on the homepage.

Set up 'job alerts' to receive emails when we post jobs that interest you.

Save Time Applying

- Fill out **ONE** application and update it as often as you like - we will always see the current version. Visit our employment section at <http://www.wcdsb.ca/> to see the documents we require in your application.

Save Money Sending Your Application

- applytoeducation is less expensive than paying to mail or fax an application.
- For \$10 you can apply to unlimited job postings with our School Board, and your application is visible to us for one year.
- Take advantage of the applytoeducation free scanning service – no need to pay for multiple transcripts or photocopies of your documents.

Save the Environment

Applying online is the environmentally friendly way to create and send your application.

If you have any questions contact the applytoeducation customer service department at: info@applytoeducation.com or call **1.877.900.JOBS ext. 224**

www.applytoeducation.com