



# There is only **ONE** application for St. Louis Education Adult Learning and Continuing Education Centre

## Are You Interested in Applying to the Waterloo Catholic DSB?

Teachers interested in applying to the Waterloo Catholic District School Board should apply on-line through *applytoeducation.com*. Please visit [www.applytoeducation.com](http://www.applytoeducation.com) to complete your on-line application.

## View Our Job Postings & Set Up Job Alerts

Our jobs are posted on *applytoeducation.com* and can be viewed at any time by clicking on "Search Jobs". You can also set up job alerts so you are emailed when we post jobs you are interested in.

## Save Time Applying

Update your application throughout the year and we will always see your most recent information. This includes uploading new Practicum Reports, Qualification Certificates, Reference Letters, etc. Visit our employment section at [www.wcdsb.ca](http://www.wcdsb.ca) to see which documents we require as part of your application.

## Save Money Sending

*applytoeducation.com* is less expensive than couriering or faxing us your application.

For \$10 you can apply to unlimited job postings with Waterloo Catholic District School Board and have your application on-file with us for 1 year.

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If you have any questions contact the *applytoeducation.com* customer service department at: [info@applytoeducation.com](mailto:info@applytoeducation.com) or call **1.877.900.JOBS**  
**Toronto Residents call 416.932.8866**

[www.applytoeducation.com](http://www.applytoeducation.com)

## WCDSB APPLICANT'S CHECKLIST FOR A COMPLETE APPLICATION

Only **COMPLETE** applications will be considered for an interview. A **COMPLETE** application includes:

<u>Information:</u>	<u>Required for:</u>
<input type="checkbox"/> On-line ApplytoTeach Application form	<ul style="list-style-type: none"> <li>▪ ALL applicants</li> </ul>
<input type="checkbox"/> Cover letter	<ul style="list-style-type: none"> <li>▪ ALL applicants</li> </ul>
<input type="checkbox"/> Resume	<ul style="list-style-type: none"> <li>▪ ALL applicants</li> </ul>
<input type="checkbox"/> Ontario College of Teachers' Certificate of Qualification	<ul style="list-style-type: none"> <li>▪ Teachers who have been certified by the OCT</li> <li>▪ New or soon-to-be graduates' applications will be considered complete pending receipt of this certificate</li> <li>▪ New or soon-to-be graduates' applications awaiting this certificate will be considered for an interview, but, if successful, will not be offered any long-term occasional or permanent positions until the certificate is received</li> </ul>
<input type="checkbox"/> Teacher Performance Appraisal (TPA) summative reports <i>or</i> Most recent performance appraisals	<ul style="list-style-type: none"> <li>▪ ALL teachers who have had a TPA or formal performance appraisal</li> </ul>
<input type="checkbox"/> Practice teaching reports	<ul style="list-style-type: none"> <li>▪ New or soon-to-be graduates from a Faculty of Education</li> <li>▪ Applicants who have not been employed in a permanent position for one (1) year or longer</li> <li>▪ Applicants who have not had a TPA or formal performance appraisal</li> </ul>
<input type="checkbox"/> Undergraduate and, if applicable, Postgraduate university transcripts	<ul style="list-style-type: none"> <li>▪ New or soon-to-be graduates from a Faculty of Education</li> <li>▪ Applicants who have graduated fewer than five (5) years ago</li> <li>▪ ALL applicants who are submitting practice teaching reports</li> </ul>
<input type="checkbox"/> Two current professional references	<ul style="list-style-type: none"> <li>▪ Employed by a School Board on a contract position within the last 24 months? <i>If YES, one reference must be the most recent immediate supervisor.</i></li> <li>▪ Faculty of Education student within the last 12 months and not been employed by a School Board on a contract position? <i>If YES, one reference must be a Faculty of Education Advisor or Associate Teacher.</i></li> <li>▪ Returning to teaching from a leave greater than 24 months? <i>If possible, seek professional and/or academic references or alternative can be personal character references.</i></li> </ul>

- **Should you be hired by another board or become unavailable, please change your status on [www.applytoeducation.com](http://www.applytoeducation.com)**
- Your application package is subject to the terms of the WCDSB Privacy Policy.