



## INSTRUCTIONS TO APPLICANT

**Applicants wishing to apply with Elk Island Catholic SRD #41 are required to submit the following:**

1. An Elk Island Catholic SRD #41 Application Form duly completed.
2. For Catholic applicants, a testimonial from your parish priest attesting to your commitment to Catholic education and to lifestyle and deportment in harmony with Catholic teachings and principles. A faith reference from a member of your parish community. If non-Catholic, a testimonial from a clergyman or from a professional acquaintance is required. We also request a letter of reference from a member of your Faith community, who is not a relative.
3. For teachers **without** experience:
  - a. Original transcripts of your training from your university or teacher college; and,
  - b. Copies of student teaching reports.
4. For teachers **with** experience:
  - a. Copies of university degree(s) and diploma(s).
  - b. A letter of reference from your former employer(s); and,
  - c. Verification of Teaching Experience from former employer(s) including specific full-time equivalent assignment if less than full-time, indicating the number of days taught per year.

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**The following documents are required to be submitted prior to an offer of employment being extended and should be submitted with the application:**

5. A photocopy of an Alberta Teaching Certificate. In order to teach in Alberta, you **must** have an Alberta Teaching Certificate. To apply for certification, you must contact: Registrar, Alberta Education, 11160 Jasper Avenue, Edmonton, Alberta, T5K 0L2 Phone: (780) 427- 2045.
6. A photocopy of an evaluation for salary purposes (TQS). Apply to: Teachers' Qualifications Service, Alberta Teachers' Association, Barnett House, 11010 - 142 Street, Edmonton, Alberta, T5N 2R1 Phone: (780) 453- 2411 (1-800-232-7208).
7. For teachers with experience - **written** Verification of Teaching Experience confirming length of service from former employer(s) including specific number of days taught each school year.
8. Applicants who are hired in any capacity will be requested to provide the following:
  - a. Criminal Record Check available through RCMP detachments (not older than 3 months).
  - b. Record Intervention Check available through Child & Family Services.

Please note: Applicants are responsible for expenses incurred in obtaining any required documentation.

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**Please submit all documents to the address shown above.**