



Required Application Documents

When applying via Apply to Education, please ensure you include all the required application documents to ensure the timely processing of your application. The required documents are:

1. Cover Letter
 - a. French Immersion candidates must provide a cover letter written in French.
2. Resume
3. Two Recent Summative Evaluations
 - a. If the applicant is a new graduate, please provide your practicum evaluations.
4. Faith Formation Plan
 - a. Click [here](#) to access the Faith Formation Plan template.
5. Two Professional References (dated within two years)
6. Baptismal Certificate (if applicable)

Please note if all required application documents are not received at the time of application, Human Resource Services will request the outstanding documents via email. If documents are not received within a month, the application will be closed, and the applicant will be notified. Documents must be uploaded to Apply to Education and not emailed.

Required Hiring Documents

After successfully completing a formal interview and being offered a position with Edmonton Catholic Schools additional documents will be required. The additional hiring documents are:

1. Banking Information (ex: void cheque or direct deposit slip)
2. Social Insurance Number (provided in person to Lumen Christi Catholic Education Centre)
3. Valid Government Issued Photo Identification
4. Valid Alberta Teaching Certificate
 - a. If the applicant is a new graduate, please provide a pre-certification letter, letter of employment, and Dean's letter until the interim teaching certificate is received.
5. Post-Secondary Education Transcripts
6. Degree Parchment
7. Police Information Check with Vulnerable Sector Check
 - a. This document must be obtained by the Edmonton Police Services or RCMP and dated within the last six months.
8. Intervention Record Check
 - a. This document must be dated within the last six months.
9. Previous Teaching Experience (if applicable)
10. Statement of Qualifications for Salary Purposes (TQS)

Required Documents for Continuous Contract Consideration

When being considered for a continuous contract with the Edmonton Catholic School Division, employees must provide the following documents:

1. Proof of Completion of CHRTC 250 and CHRTC 381 or CHRTC 380 (equivalencies may be considered)
2. Pastoral Reference (dated within three years)

*Note: The information requested in the recruitment process is in accordance with the **Alberta Freedom of Information and Protection of Privacy Act (FOIP)**. The information will be used to determine the eligibility and suitability of applicants for placement purposes with the Division.*