



EDMONTON CATHOLIC SCHOOLS

Required Application Documents

When applying via Taleo, please ensure you include all the required application documents. Please ensure these documents are attached as a PDF file. The required documents are:

1. Cover Letter
2. Resume

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 and Work Permit (if applicable)
3. Valid Government Issued Photo Identification
4. Post-Secondary Education Transcripts or Degree Parchment
5. 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.
6. Intervention Record Check
 - a. This document must be dated within the last six months.
7. If required, practice permits and/or proof of professional associations membership. Below is a list of positions that require a practice permit and/or proof of professional association membership.

Position Title	Practice Permit / Membership Required
Therapeutic Assistant – Occupational Therapy Therapeutic Assistant – Speech Language	The Therapy Assistant Association of Alberta (ThAAA) Membership or proof of payment
Speech Language Pathologist	Speech Language & Audiology of Canada (SAC) or Alberta College of Speech Pathologists and Audiologists (ACSLPA)
Family School Liaison Social Worker	Alberta College of Social Workers (ACSW) or Canadian Association of Social Workers (CASW)
Registered Psychologist	College of Alberta Psychologists (CAP)
Occupational Therapist	General Practice Permit with the Alberta College of Occupational Therapist (ACOT)
Licensed Practical Nurse	College of Licensed Practical Nurses of Alberta

*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.*