



TEACHER APPLICANTS

Documentation required for completing your on-line application:

To ensure timely processing of your application please submit all the required supporting documents on www.applytoeducation.com.

1. Completed On-Line Portfolio
2. Cover Letter and Resumé
3. Student Teaching Reports (IFX and AFX)
4. Experienced Teachers: Copies of Teacher Evaluation(s)
5. Faith Formation Plan (this document can be found [here](#))
6. Baptismal Certificate
7. Reference Letters

Applications are visible on www.applytoeducation.com for one (1) year.

In addition the following documents are required upon Offer of Employment:

Upon employment, all original documents will be photocopied and maintained in your personnel file

1. Banking Information for direct deposit purposes (i.e. void cheque)
2. Social Insurance Card or Social Insurance Number letter issued by Service Canada
3. Birth Certificate or Valid Driver's License
4. Valid Alberta Teaching Certificate
5. Original Police Information Check dated within (six) 6 months including the vulnerable sector search. The original must be provided to Human Resource Services upon offer of employment
6. Original Intervention Record Check dated within 6 (six) months. The original must be provided to Human Resource Services upon offer of employment
7. Post-secondary education transcripts
8. Evidence of Previous Teaching Experience (if applicable)
9. ATA Statement of Qualifications for salary purposes (TQS)

Acceptance of employment with Edmonton Catholic Schools is considered as acceptance of all applicable statutes of the Province of Alberta and regulations passed thereunder, such rules, policies and regulations as may be made from time to time by the Board for the administration, management and operation of school sites and school site buildings under its jurisdiction and provisions of the Board's salary agreement with the employee group.

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

Thank you for your interest in Edmonton Catholic Schools