



Holy Family Catholic Schools

APPLICATION FOR EMPLOYMENT DIVISION SUPPORT STAFF

Position Applied For: _____

PERSONAL

NAME: _____
LAST FIRST

ADDRESS: _____
(Box Number, Street Address) Town/City Province Postal Code

TELEPHONE: _____ SOCIAL INSURANCE NUMBER: _____

DATE OF BIRTH: _____

ARE YOU OF THE ROMAN CATHOLIC FAITH? Yes ☐ No ☐

EDUCATION RECORD

HIGH SCHOOL:

Grade completed _____ Year _____ Province _____

POST-SECONDARY:

Institution	Years of Attendance	Field of Study	Degree/Diploma/Certificate

PAST EXPERIENCE

Date of Employment	Place of Employment	Position worked at	Name of Supervisor

CRIMINAL RECORD CHECK

Most positions with Holy Family Catholic Regional Division No. 37 involve contact with students. It is for this reason that the Board requires that an approved application include a criminal record disclosure statement and an Alberta Children Services Intervention Record Check to be submitted to the Human Resources Department.

When an application is considered for a specific position, the applicant will be required to provide a current statement (dated within the last 90 days) from the RCMP or local police department verifying their criminal record status. Applicants with criminal convictions will be required to obtain a full criminal record check. The conviction for a crime does not automatically disqualify an applicant from employment. Holy Family Catholic Regional Division will consider the nature of any conviction in relation to the position for which an individual is applying.

Have you ever been charged under the criminal code?

☐

Yes

☐

No

If yes, describe the circumstances and the nature of the charges.

Have you ever been charged under the criminal code?

☐

Yes

☐

No

If you have not disclosed information about your criminal record or your child intervention check and it is discovered after you are hired, termination of your employment may result.

REFERENCES

List three other references we may contact (Do not list relatives)

Name	Address	Telephone

COMMENTS

This section may be used to furnish us with other information about yourself which you feel is significant to this application.

STATEMENT OF COMMITMENT

Holy Family Catholic Schools strive to give every student a sound education in a Christian atmosphere based on the teachings of the Catholic Church reinforced by the Christian lifestyle of all staff members.

The School Division, therefore, strives to employ staff who are concerned with the spiritual, social, psychological, intellectual and physical growth of the students, who live out Catholic Christian values in their own lives and who recognize the impact of their lives on the students and their families in our communities.

DECLARATION

I certify that the statements made by me in this application are true and complete to the best of my knowledge and beliefs, and that, if hired by Holy Family Catholic Schools, I will live a Christian lifestyle that will support the teachings of the Catholic Church and the policies adopted by the Holy Family Catholic Regional Division. I also consent to Holy Family Catholic Regional Division contacting past and present employers.

Date

Signature of Applicant

The information on this application form is being collected in accordance with the Freedom of Information and Protection of Privacy Act and under the authority of the School Act, and Holy Family Catholic Regional Division No. 37 Policy. It will be used to determine whether an applicant is qualified for appointment to a position or positions in the Holy Family Catholic Regional Division and to manage the School Division's human resources program. If you have any questions about the collection of this information, contact the FOIPP Coordinator at Holy Family Catholic Regional Division No. 37