



EMPLOYMENT/RELATED EXPERIENCE		List in order, present employer first	
Name and address of employer	Position	From	To
	Supervisor	Telephone	
	Reason for Leaving		
Duties/Responsibilities			
Name and address of employer	Position	From	To
	Supervisor	Telephone	
	Reason for Leaving		
Duties/Responsibilities			

PERSONAL REFERENCES			Give the names of 3 persons, NOT former employers or relatives, who would provide reference for you
Name	Occupation	Telephone	
Address			
Name	Occupation	Telephone	
Address			
Name	Occupation	Telephone	
Address			

For employment references, may we approach your present/past employer?  YES  NO

Are you currently employed in a day school teaching capacity?  YES  NO

Name of Board: \_\_\_\_\_ OTF Affiliate Membership: \_\_\_\_\_

**Note: Please submit copies of the following, if applicable:**

- |  |   |
|--|---|
| <p><b>Teacher:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ontario Teacher's Certificate</li> <li><input type="checkbox"/> Ontario Teachers' Qualifications Record Card</li> <li><input type="checkbox"/> Recent Letters of Reference</li> <li><input type="checkbox"/> Religious Education Certificate</li> <li><input type="checkbox"/> Teacher (student placement) Evaluations</li> <li><input type="checkbox"/> Criminal record check (original, no photocopies) dated within the past six months</li> </ul> | <p><b>Instructor:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ESL/LBS Instructors' Course Certificate</li> <li><input type="checkbox"/> Instructor (student placement) Evaluations</li> <li><input type="checkbox"/> Recent Letters of Reference</li> <li><input type="checkbox"/> TESL Certificate</li> <li><input type="checkbox"/> University Transcripts</li> <li><input type="checkbox"/> Criminal record check (original, no photocopies) dated within the past six months</li> </ul> |
|--|---|

**PLEASE READ THE FOLLOWING SECTION CAREFULLY BEFORE SIGNING**

Employment with the Board as a teacher/instructor in the St. Charles Adult Education Centres is subject to the following conditions:

1. that sufficient enrolment exists to warrant establishing and maintaining a class.
2. that the applicant teacher/instructor and the Board recognize that a teacher/instructor position in the St. Charles Adult Education Centres is not a continuing or permanent position but is limited to the duration specified in the St. Charles Adult Education Centres Term Employment Contract or such shorter duration as may result from the cancellation of the class e.g. enrolment falls below the specified minimum class size.
3. accordingly, I agree with the Board that my employment as a teacher/instructor in the St. Charles Adult Education Centres pursuant to this application is mutually agreed to be completed and terminated on the date of the completion of the program as more particularly set out in the St. Charles Adult Education Centres Employment Contract, or on the date of cancellation of the program in which latter event payment will be made for the hours of instruction completed to that date.
4. I understand that the Board may be required by law to deduct from my salary fees payable to the Ontario Teachers' Federation pursuant to the Teaching Profession Act.
5. I understand that the pay set out as above is based only on classroom hours but includes the performance of duties related to the instruction function such as marking, preparation of marking schemes, evaluation and testing, developing course outlines, completing reports for the Board, student interviews, class preparation for short term and long term plans, staff meetings, professional development activities, etc.
6. this application, on acceptance for employment and the agreement resulting therefrom form part of any contract imposed or required by law.

I understand that my entitlement to a St. Charles Adult Education Centre position with the Hamilton-Wentworth Catholic District School Board is dependent upon my meeting the conditions outlined above.

I hereby authorize the Hamilton-Wentworth Catholic District School Board (HWCDSD) to investigate fully my record, work qualifications, and references. I also hereby authorize any persons having knowledge thereof to give such information to the HWCDSD upon request.

As a condition of employment, a teacher/instructor taking employment with this Board undertakes to:

- be supportive of the religious program and activities in the school;
- follow a lifestyle and deportment in harmony with Catholic teaching and principles;
- obtain a negative tuberculin test prior to the commencement of employment.

I hereby certify that all statements made by me on this application for employment are true and correct to the best of my knowledge and belief, and I agree that, if employed, any misrepresentation, falsification or omission of facts thereon shall justify my dismissal.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**THE FOLLOWING INFORMATION IS REQUIRED WHEN YOU ARE HIRED**

T.B. Test Results (dated within the year)

Social Insurance Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Year/ Month / Day

**BANK DEPOSIT AUTHORIZATION**

**Note: Please attach one of your personal bank account cheques marked "VOID" along with your signature.**

If you have previously filled out a Bank Deposit Authorization form with this Board and there are no changes, please disregard, otherwise you are required to complete the section below.

**Bank, Credit Union, Trust Company**

Name: \_\_\_\_\_

Branch: \_\_\_\_\_

Address: \_\_\_\_\_

Account #: \_\_\_\_\_

Authorization for the collection and maintenance of this information is the Education Act, S. 171 (1) 3. Users of this information are supervisory officers and the principal/vice-principal and teachers of the school. This application form documents the qualifications and other pertinent information required for a teaching position within the St. Charles Adult Education Centres. Contact person about the collection of this information is the principal of St. Charles Adult Education Centres at the address and telephone number that appears on this form.