



Wellington Catholic  
District School Board

*We Have Faith in Education*



# TEACHER APPLICANT INFORMATION



## Wellington Catholic District School Board

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Thank you for your interest in the Wellington Catholic District School Board. Applicants are asked to complete an on-line resume and cover letter at [www.applytoeducation.com](http://www.applytoeducation.com) by March 31. Please ensure the following information is available on-line:

### New Graduate Applicants

- ☐ final practicum reports
- ☐ pastoral letter of reference
- ☐ two reference letters
- ☐ transcripts or QECO rating (upon receipt)
- ☐ certificate of qualification (OCT) (upon receipt)
- ☐ criminal reference check (at time of hire)

### Experienced Teacher Applicants

- ☐ recent performance appraisals
- ☐ pastoral letter of reference
- ☐ two reference letters
- ☐ QECO rating (upon receipt)
- ☐ certificate of qualification (OCT) (upon receipt)
- ☐ criminal reference check (at time of hire)

### Recruitment Information?

Any questions regarding our hiring process and teacher staffing in general can be directed to Susan Paoli, Human Resources Officer at (519) 821-4640 ext. 219 Fax (519) 824-3088 or e-mail at [spaoli@wellingtoncdsb.ca](mailto:spaoli@wellingtoncdsb.ca).

### Hiring Procedure?

You must apply electronically through [www.applytoeducation.com](http://www.applytoeducation.com). An application will be considered only if all documentation is forwarded to the Apply to Education and the on-line Catholic questions are completed. We also encourage you to sign up for the Job Alert feature to be notified when our Board posts jobs on [applytoeducation.com](http://www.applytoeducation.com).

Supply Positions will be posted in April. Please forward the documents you have at the time of the posting and add remaining documentation when received.



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## **Mission Statement**

**To continue to build a vibrant Catholic community committed to the celebration of each individual by fostering a love of learning, through quality educational experiences, enabling all to respond in a Christian way to the challenges of life.**

## **Governing Values**

**We know:**

**That witnessing the Good News of Jesus Christ is the foundation of Catholic Education.**

**That each learner is entitled to quality Catholic education.**

**That Catholic education is a shared responsibility of home, Church, school and community.**

**That we are all unique and precious gifts of God.**

**That our commitment is to foster the dignity and growth of each person in a nurturing, safe environment.**

**That positive attitudes lead to success and happiness.**

**That as Catholics we are called by our faith to serve others.**

**That as an educational system we are committed to the official languages of Canada.**



## Wellington Catholic District School Board

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The Wellington Catholic District School Board was established in January 1969 and services Guelph and Wellington County. Guelph has a population of 110,000 people. For information on the City of Guelph please contact [visitinfo@city.guelph.on.ca](mailto:visitinfo@city.guelph.on.ca).

- Student Enrolment: **8045**
- Elementary Teachers: **334**
- Number of Elementary Schools: **18**
- Schools located in Guelph (12), Elora (1), Fergus (1), Erin (1), Arthur (1), Mount Forest (1) and Rockwood (1)
- Number of Secondary Schools: **3**
- Trustees: 6 + 4 student representatives
- Elementary: **5461**
- Secondary Teachers: **163**
- City: **12**
- County: **6**
- Alternative Education School: **1**
- Secondary: **2584**

### Why Work For Our Board?

Our District is governed by two main principles, which are our Mission Statement and our Governing Values. The District strives to improve ourselves and provide quality education by following four pillars:

- Catholicity
- Student Achievement
- Quality
- Site Improvement

Any questions regarding hiring can be directed to Susan Paoli at [spaoli@wellingtoncdsb.ca](mailto:spaoli@wellingtoncdsb.ca) or (519) 821-4640 ext. 219.



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## HOW TO APPLY TO OUR DISTRICT?

Send your application on-line through [www.applytoeducation.com](http://www.applytoeducation.com) and view job postings and set up job alerts

Our jobs are posted on [applytoeducation.com](http://applytoeducation.com) and can be viewed by clicking the “Search Jobs” button on the homepage. You can create an account on [applytoeducation.com](http://applytoeducation.com) in order to set up ‘job alert’ emails when we post jobs of interest to you.

### **Sending your application and customizing your portfolio**

Applytoeducation is less expensive than paying for multiple transcripts, photocopies, mailing or faxing an application portfolio. For \$12 you can apply to unlimited teacher job postings with our School Board, and your application is visible for one year.

Once you have made your portfolio visible to us on [applytoeducation](http://applytoeducation.com) you can update it as often as you like - we will always see the current version.

### **Apply to job postings**

When you have made your application visible you can apply to any of our teacher job postings by clicking on the “apply” button. You will receive immediate confirmation on your screen and the job will be listed in your “Job Application Log.” We post Supply positions in April for September start date . All other positions are posted when they arise throughout the school year.



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To Candidates For Teaching Positions with the Wellington Catholic District School Board:

On behalf of the Wellington Catholic District School Board, I wish to thank you for your interest in seeking a teaching position with our Board. Our schools exist to provide parents with the opportunity for their children to receive an authentic Catholic education.

Since Catholic parents can choose between public and Catholic schools, it is clear that the choice of a Catholic school reflects a parent's belief that teachers in our schools are committed to providing a faith-based educational experience for children. This experience is one that is rooted in the teachings of the Catholic Church.

**Teachers in a Catholic school must take seriously the practice and development of their faith. A commitment to do so is essential if Catholic schools are to achieve our mission in society. The Catholic community has the right to expect that its teachers are committed to the Catholic faith. It is for this reason that the careful advice of the applicant's parish priest must be sought when choosing candidates for teaching positions in a Catholic, school system. A pastoral reference is a most significant part of our application process and the reference must include an interview by a priest of the applicant's parish.**

The intended outcome of this practice is that those teachers hired by the Wellington Catholic District School Board will be teachers who experience a call to teach in a Catholic school and who are seriously committed to a life-long journey in faith and their vocation.

The pastoral form attached should be returned to the candidate to include with their application package to be sent to [www.applytoteach.com](http://www.applytoteach.com) our electronic application process.

Sincerely,

Tamara Nugent

Director of Education



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PASTORAL LETTER OF REFERENCE Page 1 of 2

**Date of Interview:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

THE RECOMMENDATIONS ARE BASED ON ONE OF THE FOLLOWING:

- Please Check One**
- ☐ I do not know the candidate well enough to make a recommendation at this time.
- ☐ I am comfortable making this recommendation.
- ☐ I can give this recommendation without any qualifications.

**1. How long was the applicant personally known to you prior to the interview?**

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**2. To what extent does this applicant manifest involvement in the Catholic Community through habitual attendance at Sunday Mass?**

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**3. Please comment if the applicant participated actively in the life of the Parish?**

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4. To the best of your knowledge, does the applicant accept and profess the basic and essential truths, Catholic Faith and Moral/Doctrines of the Catholic Church? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Are you aware of any serious problems of faith? \_\_\_\_\_

6. Insofar as you are aware, is the applicant a person of good moral character? \_\_\_\_\_

7. Would you want the applicant to teach Religion to the children of your parish? Yes \_\_\_\_ No \_\_\_\_

8. Do you believe this applicant would influence and strengthen the spiritual growth of children within the Catholic Community? Yes \_\_\_\_ No \_\_\_\_

Any further comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Priest: \_\_\_\_\_

Parish: \_\_\_\_\_

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

Diocese: \_\_\_\_\_

Father, we provide this form to assist you, however, if you are more comfortable writing a letter, by all means do so or contact us directly.

Please return the completed form to the applicant.

Thank you Father for taking the time to assist us in our hiring of Catholic teachers.





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## **Frequently Asked Questions?**

1. **What is the deadline date to apply to the board for the next school year?**

**Answer:** The deadline date to apply to our board is March 31<sup>st</sup>.

2. **How do I apply to the board for a teaching position?**

**Answer:** We use [www.applytoeducation.com](http://www.applytoeducation.com) to post all positions. Please apply electronically by sending your information electronically when a position is posted.

3. **Do I have to be on the supply list to apply to a posted position with the board?**

**Answer:** No you do not. Any position posted on [www.applytoeducation.com](http://www.applytoeducation.com) you are eligible to apply to.

4. **If I already have a pastoral letter of reference do I have to complete your form?**

**Answer:** No you do not. We will accept any form of pastoral letter of reference .

5. **How old can my pastoral letter of reference and criminal reference be?**

**Answer:** The pastoral letter of reference must be less than one year old and the criminal reference at time of hire must be less than six months old.

6. **How do I apply for a supply teaching position with the District?**

**Answer:** You apply through the [www.applytoeducation.com](http://www.applytoeducation.com) through a posting. Supply positions are posted based on supply and demand usually around April, October, and February.



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## School Locations

### Secondary Schools

**A Bishop Macdonell Catholic High School**  
200 Clair Road West,  
Guelph N1L 1G1  
Ph: 519-822-8502  
Fax: 519-837-1469

**B Our Lady of Lourdes Catholic High School**  
54 Westmount Road,  
Guelph N1H 5H7  
Ph: 519-836-2170  
Fax: 519-823-1010

**C St. James Catholic High School**  
57 Victoria Road North,  
Guelph N1E 5G9  
Ph: 519-822-4290  
Fax: 519-823-8511

**D St. John Bosco Catholic High School**  
19 Northumberland Road  
Guelph N1H 3A1  
Ph: 519-824-8909  
Fax: 519-824-9823

### Guelph Elementary Schools

**E Holy Rosary Catholic School**  
365 Stevenson Street North,  
Guelph N1E 5B7  
Ph: 519-824-5620  
Fax: 519-824-1862

**F Holy Trinity Catholic School**  
487 Grange Road,  
Guelph N1E 7C4  
Ph: 519-821-0156  
Fax: 519-821-0967

**G Mary Phelan Catholic School**  
8 Bishop Court,  
Guelph N1G 2R9  
Ph: 519-821-1060  
Fax: 519-821-7122

**H Sacred Heart Catholic School**  
125 Huron Street,  
Guelph N1E 5L5  
Ph: 519-824-2751  
Fax: 519-763-5733

**I St. Francis of Assisi Catholic School**  
287 Imperial Road South,  
Guelph N1K 1M3  
Ph: 519-821-9160  
Fax: 519-821-5296

**J St. Ignatius of Loyola Catholic School**  
251 Colonial Drive  
Guelph N1L 0G4  
Ph: 519-822-6192  
Fax: 519-822-0230

**K St. John Catholic School**  
63 Victoria Road North,  
Guelph N1E 5G9  
Ph: 519-824-4710  
Fax: 519-824-1721

**L St. Joseph Catholic School**  
10 Guelph Street,  
Guelph N1H 5Y8  
Ph: 519-836-2671  
Fax: 519-836-8209

**M St. Michael Catholic School**  
9 McDermid Road,  
Guelph N1G 4W7  
Ph: 519-823-2455  
Fax: 519-823-2459

**N St. Patrick Catholic School**  
391 Victoria Road North,  
Guelph N1E 5J9  
Ph: 519-822-0200  
Fax: 519-836-3645

**O St. Paul Catholic School**  
182 Clairfields Dr. E.,  
Guelph N1L 1N4  
Ph: 519-824-9470  
Fax: 519-824-1380

**P St. Peter Catholic School**  
150 Westwood Road,  
Guelph N1H 7G1  
Ph: 519-836-3730  
Fax: 519-836-6764

### County Elementary Schools

**Q St. John Catholic School, Arthur**  
315 Tucker Street,  
Arthur N0G 1A0  
Ph: 519-848-2445  
Fax: 519-848-5716

**R St. John Brebeuf Catholic School, Erin**  
30 Millwood Road,  
Erin N0B 1T0  
Ph: 519-833-9994  
Fax: 519-833-7565

**S St. Joseph Catholic School, Fergus**  
150 Strathallen Street,  
Fergus N1M 1A1  
Ph: 519-843-3810  
Fax: 519-843-7886

**T St. Mary Catholic School, Elora**  
251 Irvine Street,  
Elora N0B 1S0  
Ph: 519-846-9921  
Fax: 519-846-8866

**U St. Mary Catholic School, Mount Forest**  
390 Parkside Drive,  
Mount Forest N0G 2L3  
Ph: 519-323-2586  
Fax: 519-323-9446

### Please Note:

If you are looking for boundary information,  
please refer to our website at:

[www.wellingtoncdsb.ca](http://www.wellingtoncdsb.ca)

or contact Central Office at  
Ph: 519-821-4600

It is important to always confirm school  
boundaries before purchasing a new home.

