

PASTORAL REFERENCE FORM (SIMPLIFIED)
FOR EXISTING OCCASIONAL TEACHERS OF THE
HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

TO THE PARISH PRIEST:

The Hamilton-Wentworth Catholic District School Board has traditionally recruited many permanent teachers from its occasional (supply) list. As a result of new legislation, the Board will have diminished flexibility. The legislation introduces seniority as an occasional teacher as a key factor when making long-term and permanent hiring decisions. It is therefore critically important to ensure that teachers who are placed on the new **Long-Term Occasional Teacher List** are practicing Catholics. Where an occasional teacher does not have a current pastoral reference on file (i.e. within the last three years), we are asking for an updated reference from the parish priest in a simplified form, set out below.

Roman Catholic Priests who provide recommendations for teacher applicants are requested to interview the applicant if they are not familiar with or comfortable in responding on the basis of this form. *Please do not feel obliged to provide a pastoral reference for a candidate if you feel it would be inappropriate.* The information most helpful to the Board is clearly indicated in the questionnaire.

The Board and our Catholic teacher candidates sincerely appreciate the contribution of parish priests to our mission, to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model. The time you are providing in completing this document for our teacher applicants is most appreciated.

**ROMAN CATHOLIC PRIEST REFERENCE FORM FOR
TEACHER APPLICANTS**

1. **Pastoral Reference For:**

Name of Teacher Applicant: _____

2. **Priest's Knowledge of the Candidate:**

Check one or more of the following:

I have:

- on-going personal knowledge of the individual as a member of the parish
- personal knowledge of the individual in the past
- knowledge of the candidate's family
- knowledge through a personal interview
- other _____

3. **Reference:** Please answer or comment on some or all of the following:

a. The candidate participates in the sacramental life of the Church.

- regularly
- occasionally
- infrequently
- not known for sure

- b. The candidate is involved in service: in the Church, in the broader community (e.g., Lector, Youth Group, Out of the Cold, Food Bank, etc.)
 yes no not known to me
- c. In my opinion, the candidate possesses attitudes and dispositions which will serve Catholic Education positively.
 yes uncertain not known to me
- d. The candidate appears to have an appreciation of teaching in a Catholic school as a vocation and ministry, not merely a job.
 yes no not known to me

4. **Further comments if desired:**

Roman Catholic Priest: _____
Name (Please Print)

Parish Name: _____

Address: _____

Signature: _____ Date: _____

Parish Seal: