



Hamilton-Wentworth Catholic District School Board  
*Believing, Achieving, Serving*

## **New Teacher Candidate**

### **Application Information**

Thank you for your interest in seeking employment with the Hamilton-Wentworth Catholic District School Board.

We appreciate the opportunity to review all applications; however, due to the large volume, only those applicants selected to be interviewed will be contacted via email. Selection for an interview is based on the applicant's package in reference to the Hamilton-Wentworth Catholic District School Board system needs for the school year.

The Board interviews large groups of potential teacher candidates and also on-going interviews may be conducted as required.

Please complete your online application on Apply to Education and upload all documents as per the application package below.

#### **A complete application package includes:**

Application Form on Apply to Education ([www.applytoeducation.com](http://www.applytoeducation.com))

Cover Letter - Attention: Mr. A. Romano, Superintendent of Human Resources

Current Resume

HWCDSB Faith Reference Portfolio – dated within the year ([www.hwcdsb.ca/careers/](http://www.hwcdsb.ca/careers/))

Practice Teaching Reports - two reports (applicable for new graduates)

Undergrad Transcript

Bachelor of Education Transcript (where possible)

Professional Reference Letters - two letters - dated within the year

Recent Performance Appraisals - (applicable for experienced teachers)

Ontario College of Teachers Certificate (where possible)

QECO (where possible)

#### **Please Note:**

Individuals whose certification with the Ontario College of Teachers is pending due to final documentation requirements from the Teacher's College are invited to apply and may be interviewed, however, all teachers' college course work and exam criteria (i.e. New York State Exams) must be completed.

In compliance with the Freedom of Information and Protection of Privacy Act (1989), this information will be used when considering candidates for teaching positions.

**Questions:**

**How do I apply to the Hamilton-Wentworth Catholic District School Board?**

HWCDsb will **only accept on-line teacher applications** via Apply to Education ([www.applytoeducation.com](http://www.applytoeducation.com)). Mail-in applications will not be processed. Please apply to the job posting on Apply to Education (ATE). Make your application portfolio accessible to the Board by purchasing a credit for HWCDsb. For a complete list of required documents, visit [www.hwcdsb.ca/careers/](http://www.hwcdsb.ca/careers/).

**If I already have a Faith Reference Portfolio from another Board?**

We will accept a Faith Reference Portfolio from another Board (dated within the year).

**What AQ courses should I take?**

We encourage you to pursue additional qualification courses that will further develop your professional teaching practice.

**Conditions of Employment:**

Anyone offered a position with the Hamilton-Wentworth Catholic District School Board is required to provide a Vulnerable Sector Screening Criminal Reference Check (dated within one year) as well as a TB Test (dated within one year).

Any cost related to obtaining the Criminal Reference Check or TB Test is the sole responsibility of the applicant.

In all cases, additional information will be required from the applicant before assuming his/her duties.

Details about these requirements will be provided at the time the offer of employment is made.

**If you require additional information, please contact:**

Marjalyn Thiopoulos  
Human Resources - SmartFind System/Teacher Allocator  
Email: [thiopoulosm@hwcdsb.ca](mailto:thiopoulosm@hwcdsb.ca)