



Wellington Catholic
District School Board
We Have Faith in Education



TEACHER APPLICANT INFORMATION



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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 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 the time hiring)

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 the time of hiring)

Your information will be scanned on-line by yourself or apply to education to produce an electronic application package.

[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.

[Hiring Procedure?](#)

You must apply electronically through www.applytoeducation.com. 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).

We will commence pool hiring in April and search www.applytoeducation.com for applicant information. Any positions throughout the school year will be posted on www.applytoeducation.com and you have to apply electronically to the particular posting of interest including supply teaching positions.



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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.



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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.

- Student Enrolment: **8612** Elementary: **5836** Secondary: **2776**
- Elementary Teachers: **298** Secondary Teachers: **186**
- Number of Elementary Schools: **17** City: **12** County: **5**
- Schools located in Guelph (12), Elora (1), Fergus (1), Erin (1), Arthur (1), and Mount Forest (1)
- Number of Secondary Schools: **3** Alternative Education School: **1**
- Trustees: 6 + 3 student representatives

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 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 and view job postings and set up job alerts

Our jobs are posted on *applytoeducation.com* and can be viewed by clicking the “Search Jobs” button on the homepage. You can create an account on *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 you can update it as often as you like - we will always see the current version.

Apply to job postings

Once 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 Positions in June for September and throughout the school year from September until June including supply teaching positions.



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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. As you know, our schools exist to provide parents with the opportunity for their children to receive a 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 different educational experience for children. This experience is one that is based on 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 their 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. Therefore, 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.

The pastoral form attached should be returned to the candidate to include with their application package to be sent to www.applytoteach.com our electronic application process.

Sincerely,
Don Drone
Director of Education



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PASTORAL REFERENCE QUESTIONS:

Every candidate who desires to work for the Wellington Catholic District School Board is asked to reflect upon the following questions or statements in preparation for the pastoral interview with their priest:

1. What is your present involvement with your parish or your faith community? In what ways do you manifest your commitment to the Liturgy and other aspects of parish life?
2. In what ways do you intend to be a witness to your faith, both in school and in public, and serve as a role model for your students?
3. How do you plan to keep yourself updated about Catholic faith and moral issues for the future?
4. Why do you want to work in a Catholic School? What personal gifts do you bring to Catholic education?
5. In what ways do you manifest your Christian commitment and your involvement with the Catholic Church at the present time; eg. Prayer; Sunday Eucharist; Social Justice matters; parish ministries or committees?
6. Are you comfortable in teaching the official faith and moral doctrines of the Catholic Church?

The following aspects of witness are considered important:

- an authentic concern and love for the students in your care
- a visible effort to live in Christian love with family and colleagues
- respect for the behavioural standards (especially religious and ethical) of the communities in which you work and live
- ongoing participation in the Church's sacramental life

As you ponder these questions, be true to yourself and trust in your inner responses. Catholic School Boards are responsible for handing on the faith to the children in their care; thus they will hire candidates who, in their view, can best help them to fulfill this sacred mission. The Board is looking for candidates who are willing to commit themselves to the ongoing journey of the faith community, especially as this is expressed in Catholic education. The Board also takes responsibility for helping you in your ongoing faith journey.



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The priest providing the pastoral reference is asked to complete this page based on the preceding interview questions and the candidate's response. Please clearly state whether the candidate is currently of catholic faith.

Mrs. Susan Paoli
Human Resources Officer
Wellington Catholic District School Board
75 Woolwich Street
Guelph, Ontario
N1H 6N6

Dear Mrs. Paoli:

I have completed the pastoral interview with _____ and submit
the following observations for your consideration.

Date: _____

Signature of Pastor or Interviewer: _____

Address: _____

Phone Number: _____

This form should be returned to the candidate to include with their application package to be sent to www.applytoeducation.com.



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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 31st.

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

Answer: We use 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 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 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: 519-837-1489
- 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
- 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

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
- M St. Michael Catholic School**
9 McElderry 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: 519-833-7566
- 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
or contact Central Office at
Ph.: 519-821-4600
It is important to always confirm school boundaries before purchasing a new home.

