



# WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

## CATHOLIC FAITH REFERENCE PORTFOLIO FOR TEACHERS AND POSITIONS OF ADDED RESPONSIBILITY

THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD,  
IN PARTNERSHIP WITH HOME, SCHOOL AND PARISH,  
IS DEDICATED TO PROVIDING EXCELLENCE IN CATHOLIC  
EDUCATION BY HIRING, SUPPORTING AND EMPOWERING  
FAITH-CENTRED TEACHERS DEDICATED TO THE FAITH  
MISSION AND EVANGELIZATION OF JESUS CHRIST AND HIS  
DISCIPLES: TO LIVE, LOVE AND PROCLAIM THE GOOD  
NEWS OF SALVATION.

Windsor-Essex Catholic District School Board  
Catholic Education Centre  
1325 California Avenue  
Windsor, Ontario N9B 3Y6

Phone: 519-253-2481  
Fax: 519-253-4819  
[www.wecdsb.on.ca](http://www.wecdsb.on.ca)

*"Learning together in faith and service"*

**Windsor-Essex Catholic District School Board**  
**FAITH REFERENCE PORTFOLIO FOR TEACHERS**  
**and POSITIONS OF ADDED RESPONSIBILITY**

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

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

Phone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-mail: \_\_\_\_\_

ONLY applicants for **teaching positions** with the Windsor-Essex Catholic District School Board must submit the following information in order to be considered for employment. **Applicants for positions of Added Responsibility will require ONLY the Priest Reference Form (attached).**

1. A Priest Reference Form (attached) from your parish priest, or another Roman Catholic priest with whom the candidate has been associated, over a stated period of time.

\*\*The priest may request to see ALL completed pages of the Catholic Faith Reference Portfolio before completing their reference. He may choose to confidentially forward the entire completed package to the WECDSB within the deadline for applications, given sufficient timelines.

2. The completed Faith Reference form with its hand-written Reflection Essay.
3. A copy of the completed pre-service Religious Education certificate, if available.
4. A copy of your Roman Catholic Baptismal certificate (or a Roman Catholic Confirmation certificate if the baptism was in a non-Roman Catholic, Christian denomination).

**PERSONAL ASSESSMENT:**

1. I promise the WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD that I will strive to be a person of good moral character consistent with the teachings of Jesus Christ, the Roman Catholic Church and consistent with the commitments of a member of the Roman Catholic Church.

As a member of the Roman Catholic teaching community I will:

- i) Provide religious instruction in the Roman Catholic faith using the curriculum approved by the Windsor-Essex Catholic District School Board and as requested by the Principal;
- ii) Seek to actively and positively integrate and influence the Gospel values across all subjects in the curriculum;
- iii) Influence and strengthen the spiritual and moral growth of all students and act as a visible and appropriate Catholic teacher who is a positive role model within the school and community;
- iv) Complete the OECTA/OCSTA Religion Part 1 Course within the first two (2) years as an employee with the Windsor-Essex Catholic District School Board.

Please complete all of the following questions (next page) **in your personal handwriting** with a clarity that will be legible for electronic scanning and submission with your application.

If more space was required, please note this and include the additional page with your application.

2. Indicate the name of your parish or faith community and your involvement there:

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3. My contribution and volunteer experiences in my community, in the past and at present includes:

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**REFLECTION ESSAY:**

Please respond to the following question in 200-250 words, **in your personal handwriting**:

**“Why do I want to teach in a Roman Catholic school system? Why do I believe that I can make a positive difference as a Roman Catholic teacher in the Windsor-Essex County community?”**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PRIEST REFERENCE FORM

## **For Teacher Applicants and Applicants for Positions of Added Responsibility with the Windsor-Essex Catholic District School Board**

### **1. Priest Reference on behalf of:**

Name of Applicant \_\_\_\_\_  
Address of Applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*Check one or more of the following:*

I have-

- ongoing personal knowledge of the individual as a member of the parish
- personal knowledge of the individual as a member of the parish
- knowledge of the candidate's family
- knowledge through a personal interview
- other \_\_\_\_\_  
\_\_\_\_\_

### **3. Reference:**

*The priest may wish to indicate 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 to me

b. The candidate is involved in service: in the Church, or in the community.

(e.g. Lector, Children's Liturgy, Youth Group, charitable organizations, etc.).

- yes (*please indicate*) \_\_\_\_\_  
\_\_\_\_\_
- no
- not known to me

c. In my opinion the candidate possesses attitudes and dispositions that will be of positive service to Catholic Education.

- yes
- no
- not known to me

d. The candidate appears to have an appreciation that being an educator and role model in a Catholic school is a vocation and ministry, not merely a job.

- yes
- no
- not known to me

**4. Further comments from the priest, if desired:**

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Priest: \_\_\_\_\_

Roman Catholic Diocese: \_\_\_\_\_

Parish Name & Address:  
(Parish Seal/Stamp) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Information will be maintained in compliance with the  
Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, cM.56.*

**The original form was developed by:  
Ontario Catholic School Trustees' Association in partnership with  
The Ontario Conference of Catholic Bishops and  
The Ontario Catholic Supervisory Officer's Association**

**and adapted for use by  
The Windsor-Essex Catholic District School Board**