



# Catholic Independent Schools of Vancouver Archdiocese

## APPLICATION CHECKLIST

To ensure timely processing of your application please submit all the required supporting documents.

Please check the following boxes to ensure that your application is complete. We are unable to process incomplete applications.

- Application Form
- Resume and Cover Letter\*
- Philosophy of Catholic Education\*\*
- Applicant Declaration for Catholics
- CISVA Pastoral Reference Form from your Pastor (valid for 2 years) or/  
 Provisional Pastoral Reference Form from your Pastor (new employees to CISVA)
- Baptismal Certificate
- Birth Certificate
- Catholic Church Marriage Certificate (if applicable)
- University Degree (transcripts)
- Teaching Evaluations
- Valid Teaching Certificate from British Columbia
- Professional Letters of Reference
- Passport-size picture of yourself (optional)

**DO NOT SEND ORIGINALS.** Please submit this information as soon as possible to the Human Resources Department, Superintendent's Office by mail at the address below, or by email to: [hr@cisva.bc.ca](mailto:hr@cisva.bc.ca)

*\*Cover Letter: Outline your reasons for applying to the CISVA*

*\*\*Provide a one page summary of your philosophy on Catholic Education*

The information requested in this application process is in accordance with BC Personal Information Protection Act – BC (PIPA). The information will be used to determine the suitability and eligibility of applicants for approval to teach within the Catholic Independent Schools of Vancouver Archdiocese.