



# The Northwest Catholic District School Board

## EMPLOYMENT PACKAGE INSTRUCTIONS

### GENERAL INFORMATION

Complete all sections on the Employment Application for Teaching Positions. The Faith Reference Portfolio contains three sections; two are mandatory and the third is optional.

For your information, we have schools in the following communities:

#### **FORT FRANCES**

St. Mary School, JK – 8  
Dual Track French Immersion School

#### **STRATTON**

Our Lady of the Way School, JK – 8

#### **ATIKOKAN**

St. Patrick's School, JK – 8

#### **DRYDEN**

St. Joseph's School, JK – 8  
Dual Track French Immersion School

#### **SIOUX LOOKOUT**

Sacred Heart School, JK – 8

Please visit our website at [www.tncdsb.on.ca](http://www.tncdsb.on.ca) for more information on our board and school communities.

Completed applications should be forwarded to:

Dina Gardiman, Manager of Human Resources  
The Northwest Catholic District School Board  
555 Flinders Avenue  
Fort Frances, ON P9A 3L2  
Phone #: (807) 274-2931 ext 1225  
Fax #: (807) 274-8792  
Email: [dgardiman@tncdsb.on.ca](mailto:dgardiman@tncdsb.on.ca)

---

#### **EMPLOYMENT PACKAGE CHECKLIST:**

- ✓ Employment application for Teaching Position
- ✓ Faith Reference Portfolio

#### **TO BE INCLUDED FROM UNIVERSITY STUDENTS:**

- ✓ University transcripts
- ✓ Practice Teaching Report
- ✓ Resume

#### **TO BE INCLUDED FOR THOSE WITH TEACHING EXPERIENCES:**

- ✓ University transcripts
- ✓ QECO evaluation
- ✓ Ontario College of Teachers Certificate Qualifications
- ✓ Ontario College of Teachers Certificate of Registration
- ✓ Practice Teaching Report (where applicable)
- ✓ Resume