

Priest

Reference Form for

Beginning Teachers



AN INTEGRAL ASPECT OF THE
HIRING PROCESS OF MANY CATHOLIC
SCHOOL BOARDS OF ONTARIO

Sponsored by:

The Ontario Catholic School Trustees' Association

In partnership with:

The Ontario Conference of Catholic Bishops
The Ontario Catholic Supervisory Officers' Association

MEMO TO: Priests Providing Pastoral References for Beginning Teacher Candidates

The process for hiring new Catholic teachers as developed by each local Catholic School Board is extensive and complex. The process includes consultation, where possible, with the local clergy about potential teacher candidates. The priest's response is one important part of the total process. The Faith Reference Portfolio, other professional references, a criminal record check and an interview experience conducted by professional Catholic Educators are all influential in the hiring decision. Personnel responsible for hiring within our Catholic School Boards are trained to interpret the many nuances of all references and recommendations.

To assist you with reference requests and to provide consistency for all involved, we are attaching a template for pastoral references which we trust honours both your professional integrity and your busy ministry schedules. Please do not feel obliged to provide a pastoral reference for a candidate if you feel it would be inappropriate. The information most helpful to Boards is clearly indicated in the questionnaire. Teacher candidates have a legal right to access their files but the only others with access are school board personnel involved in hiring. Catholic school boards have been requested to notify priests about local protocol in this regard.

We thank you for your involvement in this process and for your encouragement and support of the ministry of Catholic teaching.

1. **Priest Reference For**

Name of Teacher Applicant _____

Address of Teacher Applicant _____

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

Check one or more of the following

I have

- on going personal knowledge of the individual as a member of the parish
- personal knowledge of the individual in the past
- knowledge of the candidate's family
- knowledge through a personal interview
- other _____

3. **Reference**

You may wish to answer 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, in the broader community (e.g. Lector, Youth Group, Out of the Cold, Food Bank).

- yes
- no
- not known to me

c. The candidate comes from a Catholic background.

- yes
- no
- not known to me

d. In my opinion the candidate possesses attitudes and dispositions which will serve Catholic Education positively.

- yes
- uncertain
- not known to me

e. The candidate appears to have an appreciation of teaching in a Catholic school as a vocation and ministry, not merely a job.

- yes
- no
- not known to me

4. **Further comments if desired**

Priest _____
please print

Address _____

Signature _____

Date _____