

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 local Clergy about potential teacher candidates. The priest's response is one important part of the total process. This one form is intended to provide the required information for each of the School Boards within the Archdiocese of Toronto.

To assist you with reference requests and to provide consistency for all involved, this is a template for Pastoral References which we trust honours both your professional integrity and your busy ministry schedules. Priests who provide recommendations for teacher applicants are requested to interview the applicant on the basis of this form, and/or compose a letter, as they prefer. Please do not feel obligated to provide a Pastoral Reference for a candidate if you feel you are unable to do so.

The information most helpful to the School 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 the hiring.

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

Dan Smith – Liaison for Catholic Education, Archdiocese of Toronto  
Phone (416) 934-3400 x 518, [dsmith@archtoronto.org](mailto:dsmith@archtoronto.org)

09/2012

**PRIEST REFERENCE FORM  
FOR TEACHER APPLICANTS**

**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

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

Parish Name & Address  
\_\_\_\_\_  
\_\_\_\_\_

Parish Phone , Fax # or Email  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

**This form was originally developed by:  
Ontario Catholic School Trustees' Association in partnership with  
The Ontario Conference of Catholic Bishops  
(Assembly of Catholic Bishops of Ontario)  
The Ontario Catholic Supervisory Officers' Association**

## Personal Faith Reflection

This Form may be used to help provide additional information about the candidate and help focus a meaningful discussion. It may be included as part of the application package.

- 1.

6

4. How has this involvement contributed to your faith?

5. How do you intend to continue to grow in your faith life as a Catholic educator? (*i.e. retreats, courses, volunteer work, etc.*)

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

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

]TJEMC / P << /MCID 44 >>BDC 0 Tc 0 Tw 0 << /MCID 42 >>BDC SCN0.75 w 8 M 1 J 576 \_