

PRINCIPAL / VICE PRINCIPAL ELIGIBILITY ROSTER CHECKLIST

Candidate:	Date:
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All candidates shall be expected to provide the following documents in the order of appearance and place this form as the cover page of the application package:

- Complete Principal/Vice Principal Eligibility Roster Checklist (Appendix A)
- Read Policy and Administrative Procedure, *H: 07 Selection Process Principals and Vice-Principals*
- Read the Ontario Catholic Leadership Framework (Institute for Education Leadership)
- Cover Letter
- Completed Candidate Application Form (Appendix B)
- Current (within two (2) years) letter of reference from the Parish Priest or, if not practical, a letter from a member of the Catholic clergy who can attest to the character and catholicity of the applicant.
- A one-page statement of philosophy of Catholic Education, which highlights past experiences and examples of personal commitment to Catholicism.
- A current curriculum vitae/resume with names, addresses and telephone numbers of two (2) current professional and two (2) personal references.
- Completion of the Recommendation Form by a principal or where the candidate does not report to a principal by a supervisory officer who has been their supervisor during the two (2) year period preceding the candidate's application (Appendix C).
- An up-to-date copy of the candidate's Certificate of Qualification from the Ontario College of Teachers.

Office Use Only

Signature - Executive Superintendent of Human Resources

Signature - Chair of Interview Team