

### Childminding and Nursery Instructors

- Diploma in Early Childhood Education or equivalent recognized by the Association for Early Childhood Educators in Ontario, the Early Childhood Education degree from an Ontario University.

\*Preference is given to candidates with a Certificate in Administration and Daycare Management.

- **How do I apply?**

Download the application package from the Employment page, complete it and submit your application package to the address on the form. Be sure to include the following:

- Application form
- Resume
- Copies of educational documents
- A health certificate
- Two letters of reference

### **What happens after I submit my application?**

- Once your application is received, you will be sent a letter of acknowledgement.
- As determined by the needs of the program, individuals with completed application files are selected for interview.
- If you are selected in the interview process, you will be asked to submit a photocopy of your Social Insurance Number. You will also be referred to the Human Resources Department of the Toronto Catholic District School Board to apply for a Vulnerable Sector Screening (VSS) Check.
- When the VSS Check is complete, your application is submitted to the Program Coordinator with a recommendation to hire. Once the approval is granted, you will be notified in writing. At this point, you are included in the pool of instructors approved for hire and you may substitute teach or apply for Adult Education internal postings.
- As a new nursery instructor, you will be required to attend an orientation session in which you will become acquainted with department policies, procedures and expectations, and available resources and supports.

How long is my application kept on file?

Your application is kept on file for one year.

### **When can I reapply?**

You are welcome to reapply after a year submitting an updated resume and the entire application package.