

# AP 401 – SUPPORT STAFF RECRUITMENT AND SELECTION

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## Background

The Division accepts the responsibility to ensure that support staff employees hired for the Division are highly skilled, committed to Catholic Education and dedicated to fulfilling the foundational statements of the Division.

## Procedures

1. Available positions will be advertised within the Division first and if necessary, outside the Division.
2. Factors that will be considered in the selection of personnel are as follows:
  - 2.1 Practicing Catholics that are active in a parish and model Catholic values.
  - 2.2 Commitment to Catholic Education.
  - 2.3 Appropriate training and experience within the scope of the advertised position.
  - 2.4 Achievements and skills sets.
  - 2.5 Ability and qualifications.
  - 2.6 Information obtained from references.
3. Employees must submit a Police Information Criminal Records Check and/or Vulnerable Sector Check from their local RCMP or City Police detachment, which is acceptable to the Director.

Reference: Sections 85, 87, 108, 109, 198, 199, 200, 201, 202, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 217.1, 218, 219, 220, 221, 222, 225, 226, 227, 229, 230 Education Act