



APPLICATION FOR EMPLOYMENT NON TEACHING

*Please use this form for data entry if you wish to email as an attachment, email to iuoepost@sd27.bc.ca

Date:

Name:

Phone Number:

Address:

Postal Code:

Have you ever been employed by this district?	Yes	No	Are you legally entitled to work in Canada?	Yes	No
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Position Applied for:	Job Location Preferred:
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EDUCATION:

Name of School or University	Year Attended From To	Subject Specialty/Major (if applicable)	Last Grade Successfully Completed
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- Secondary
- Business School
- Technical School
- University
- Other

What languages other than English do you:		
speaking?	writing?	reading?

Where appropriate, list special certificates and licenses, (including Driver's Licence and Air Endorsements), memberships in professional or technical associations, and relevant special interests and activities.

<u>CLERICAL APPLICANTS ONLY:</u>	Are you trained in the following skills?		
Typing?	Yes	No	words per minute
Shorthand?	Yes	No	words per minute
Word Processing?	Yes	No	words per minute

In keeping with our Employment Equity Policy, you may choose to provide us with the following information:		
Male	Female	
First Nations	Member of a Visible Minority	Person with a Disability

<u>MISSION STATEMENT</u>	
Working together in an environment which promotes both self esteem and excellence, we will enable students to develop a life long enthusiasm for learning and a caring, responsible attitude towards our community and the world.	

EMPLOYMENT HISTORY:

List your last three employers, starting with the present or most recent.

Employer	Employed From:	To
	Position	
Address	Reference Contact	
	Title	Phone
Nature of Duties	Reason for Leaving	

Employer	Employed From:	To
	Position	
Address	Reference Contact	
	Title	Phone
Nature of Duties	Reason for Leaving	

Employer	Employed From:	To
	Position	
Address	Reference Contact	
	Title	Phone
Nature of Duties	Reason for Leaving	

REFERENCES

List 3 persons whom we may contact. They must not be related to you and must have known you for at least one year.

Name	Telephone	Occupation
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QUESTIONS:

- | | | | |
|----|--|-----|----|
| 1. | Have you ever been charged with or convicted of a criminal offence that involved a crime of violence or a crime against children? | YES | NO |
| 2. | Have you ever been charged with or convicted of any other criminal offence?
(NOTE: A criminal charge or conviction will not automatically exclude you from employment opportunities. The requirement of the position applied for and the circumstances related to the charge or conviction will be considered.) | YES | NO |
| 3. | Have you ever been dismissed, suspended, or disqualified as a member of any profession or other organization? | YES | NO |

- NOTE:
- a) If any questions are answered "YES", please provide details
 - b) A Criminal Record Search is conditional to employment with School District #27
 - c) As a condition of employment with this District, we may be contacting present and previous employers.

PLEASE USE A SEPARATE PIECE OF PAPER TO ELABORATE ON ANY ASPECT OF YOUR APPLICATION

The information provided on this form is true to the best of my knowledge.

Date _____ Signature _____

OFFICE USE ONLY:	References Satisfactory? Yes _____ No _____
Interviewers Comments	

Interviewer's Signature _____	Date: _____
Department Head Signature: _____	Date to Commence: _____



APPLICANT'S DECLARATION AND AGREEMENT

SUPPORT STAFF

Please read the following carefully before signing.

I declare that all of the information I have given in this application form and in my resume and any other attachments is complete and true in every respect. I understand that if any of this information is found to be untrue or incomplete, or if I fail to respond completely and truthfully to any questions asked, my application may be rejected, or in the event that my application is successful, my employment may be terminated.

As a condition of application and possible employment, I authorize School District No. 27 (Cariboo-Chilcotin) to contact any references, school or faculty associates, or past or present employers named in this application form, or in my resume and any other attachments, for the purposes of (1) verifying my qualifications and the other information in these documents, (2) assessing my past work performance, and (3) determining my suitability for employment.

I understand that all references will be received in confidence by the School District and will not be released to me without the referees' consent.

I also understand that I will be required to complete a Criminal Record Search pursuant to BC's Criminal Records Review Act and a satisfactory review of the results by School District No. 27. I also understand the cost of the Criminal Records Search will be deducted from my earnings.

Signature of Applicant: _____

Date: _____