



SUPPORT STAFF EMPLOYMENT APPLICATION FORM

POSITION DESIRED:

- | | | |
|--|--|---|
| ☐ Full-Time | ☐ Part-Time | ☐ Substitute |
| ☐ Maintenance | ☐ Clerical | ☐ School Associate |
| ☐ Caretaking | ☐ Library Clerk | ☐ School Coordinator |
| ☐ Educational Assistant | | |
| ☐ Other: _____ | | |

PERSONAL DATA: (Please Print)

Legal Name in Full: _____
First Middle Surname

Preferred First Name: _____

Present Address: _____ Postal Code: _____

_____ Home Phone: _____

Email: _____ Cellular: _____

Permanent Address: _____ Postal Code: _____

_____ Telephone: _____

Date of Birth (mmm/dd/yyyy): _____ ☐ Male ☐ Female ☐ Unspecified

Language Spoken Other Than English: _____

Religion: ☐ Catholic ☐ Other _____

Please Note: Applications not offered positions remain on file for the current school year.

EDUCATION:

	NAME OF SCHOOL	LOCATION	CERTIFICATE HELD	DATE OF COMPLETION
High School				
Technical/Trade School				
University				
Other				

SKILL:

Please supply information regarding your training and qualifications, which you feel, would be relevant to this application. Indicate specific certificates or licenses held, memberships in professional organizations, etc.

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Indicate which of these skills you possess:

- ☐ Word ☐ Excel ☐ Payroll ☐ Accounts Payable/Receivable ☐ Library
☐ First Aid/CPR ☐ Journeyman Certificate(s): _____
☐ Other: _____

EMPLOYMENT HISTORY:

Please supply the following information concerning the last three positions you have held. Should you wish to include other employment histories, please attach a resume. Begin with your most recent employer.

Employer:	Position Held:
Address:	Duties:
Phone:	
Supervisor:	
Employment Period: From _____ To _____	Reason for Leaving:

Employer:	Position Held:
Address:	Duties:
Phone:	
Supervisor:	
Employment Period: From _____ To _____	Reason for Leaving:

Employer:	Position Held:
Address:	Duties:
Phone:	
Supervisor:	
Employment Period: From _____ To _____	Reason for Leaving:

REFERENCES: Please provide THREE professional references.

References:

Name	Address	Telephone	Relationship

Parish Priest Reference (preference to candidates of the Catholic faith):

Name	Address	Telephone	Parish

***By applying, you consent to the contact of all current and past employers.**

COMMITMENT TO CATHOLIC SCHOOL DIVISION:

I understand that I have made an application to gain employment with a Catholic School Division. Should I gain employment, I agree publicly to support the school division's philosophy and policies and to maintain a lifestyle and deportment that adheres to the Catholic Church's teachings.

Date (mmm/dd/yyyy): _____ **Signature:** _____

SELF-DECLARATION FORM *(Completion of this section is mandatory)*

The School Division requires completing the following information for the Saskatchewan Ministry of Education. **The self-declaration is optional, but completion is mandatory.** It will be entered into your electronic profile on SRB only if you are hired as an employee to provide a statistical profile of our workforce to the Government of Canada. It will remain confidential.

☐ 01	Not Aboriginal
☐ 02	Choose Not to Declare
☐ 03	Treaty / Registered / Status Indian
☐ 04	Non-Status Indian
☐ 05	Metis
☐ 06	Inuit / Inuk

For Office Use Only:

☐ Yes ☐ No Employed by PARCSSD No. 6

Which PARCSSD No. 6 School _____

All NEW applicants must include in their application package:

- ☐ Original Criminal Record check (including vulnerable sector check)
- ☐ Religious Reference – Parish Priest
- ☐ A void cheque or banking information form
- ☐ Acceptable Use of Technology Form
- ☐ Resume Attached

Bargaining Unit: ☐01 None
☐04 CUPE