



SUPPORT STAFF EMPLOYMENT APPLICATION FORM

POSITION DESIRED:

- | | | |
|--|--|---|
| <input type="checkbox"/> Full-Time | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Substitute |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Clerical | <input type="checkbox"/> School Associate |
| <input type="checkbox"/> Caretaking | <input type="checkbox"/> Library Clerk | <input type="checkbox"/> School Coordinator |
| <input type="checkbox"/> Educational Assistant | | |
| <input type="checkbox"/> 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.

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 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.

<input type="checkbox"/> 01	Not Aboriginal
<input type="checkbox"/> 02	Choose Not to Declare
<input type="checkbox"/> 03	Treaty / Registered / Status Indian
<input type="checkbox"/> 04	Non-Status Indian
<input type="checkbox"/> 05	Metis
<input type="checkbox"/> 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