

Application for Employment – SUPPORT STAFF POSITION

SCHOOL DISTRICT NO. 74 (GOLD TRAIL)

PO Box 250, Ashcroft, BC V0K 1A0 Phone: 250 453-9101 Fax: 250 984 0772

Email: hr@sd74.bc.ca Website: www.sd74.bc.ca

MISSION STATEMENT:

At Gold Trail School District we work together to create a dynamic and supportive learning community that inspires and enables all students to achieve their potential.

Please complete all information requested on the application form (even though it may already be on your resumé), attach your cover letter, resumé and all pertinent documents.

Note: the law prohibits discrimination in employment practices because of race, colour, ancestry, place of origin, political belief, religion, marital or family status, physical or mental disability, sex, sexual orientation, age, or conviction of a criminal or summary offence that is unrelated to employment.

The school district's policy is to review each application form it receives. Please note that only those applicants whom we select for an interview will be contacted.

Posting/Competition Number (If applicable): _____ Date of Application: _____

Applicant Name: _____
Surname First Middle

Current Mailing Address: _____
Street / PO Box

City Province Postal Code

Phone (including area code): _____

Email Address: _____

The Gold Trail School District has received approval from British Columbia's Office of the Human Rights Commissioner allowing preferential hiring to persons of Indigenous ancestry. The District may give preference in hiring to persons of Indigenous ancestry who possess the necessary qualifications over other applicants until such time as the percentage of staff of Indigenous ancestry in the School District is equal to the percentage of students of Indigenous ancestry in the School District.

Do you have Indigenous ancestry? YES NO

Indicate type of work you are looking for:

Relief Regular

**Please check each position that you wish to be considered for.
 Attach any valid Certifications listed or others that you have.**

Check	Position	Required Certifications or Equivalents
	Bus Driver	Driver's License, Air Ticket, Driver's abstract
	Custodian	WHMIS Training Certificate
	Supervisor – Noon Hour, Before and After School	
	Crossing Guard	
	Strong Start Facilitator	Diploma (Certificate) in ECE, Child Safe First Aid, Licence to Practice
	Maintenance Labourer	
	Tradesman	Trades or Red Seal Certificate
	Aboriginal Student Support Worker	One year of Post-Secondary Education in Indigenous studies, human services, life skills, substance abuse healing programs, basic counseling strategies; or Education Assistant Program.
	Education Assistant	Teacher Assistant Certification or equivalency or transcripts confirming enrolment in a program
	Cafeteria Worker	FoodSafe Certificate
	School Secretary	Post-Secondary secretarial training with computers
	Office Clerk	Post-Secondary secretarial training with computers

EMPLOYMENT HISTORY:

Have you previously applied to the Gold Trail School District for employment? YES NO

If YES; when: _____

Have you previously been involved with the Gold Trail School District? YES NO

If YES; when: _____ In what capacity: _____

EMPLOYMENT HISTORY/WORK EXPERIENCE: (start with most recent; attach separate page(s) if required)

Month/ Year Started	Month / Year Ended	Length Employed	Employer	Position Held

EDUCATIONAL HISTORY: (give the highest level first. Documentation may be required)

Name of School or Institution	Location	Area of Study	Grade, Certification, Diploma or Degree

List any additional job-related skills, experience, training, volunteer work, hobbies, and qualifications that would support your application.

Are you legally entitled to work in Canada? (Documentation may be required) YES NO

PERSONAL AND GENERAL INFORMATION:

<p>Indicate Yes or No to the below questions. <i>NOTE: If you have to answer YES to any of the below questions, please provide a detailed explanation, place in an envelope marked CONFIDENTIAL and include with this application form.</i></p>	<p>YES / NO</p>
<p>Have you ever been convicted or charged with a criminal code offence or a summary conviction offence, or do you have any outstanding charges pending? (A conviction or charge does not necessarily preclude an offer of employment)</p>	
<p>Have you ever been disciplined, discharged, or asked to resign, or have you agreed to resign, from a position following a complaint against you, or an investigation or review of your conduct?</p>	
<p>Do you know of any reason you should not be employed in a capacity in which you work with or will be in contact with children and/or vulnerable adults?</p>	

REFERENCES:

Please provide at least three professional referees who have first-hand knowledge of your competence and personal qualifications. Reference checks will be initiated before any offer of employment. Your references may also be checked during the screening of applications or prior to the interview stage.

I authorize School District 74 (Gold Trail) to contact the persons or organizations listed below for the purpose of obtaining reference information, including information contained in my personnel file. In addition, I authorize the School District to contact any other references, associates, or prior/present employers named in this application.

NAME	RELATIONSHIP TO YOU <i>ex: Supervisor</i>	INSTITUTION	Phone	Email

I understand that any evaluative or opinionative material obtained from the person or organizations listed above need not be disclosed to me when the disclosure would reveal the identity of the sources of such information, which I agree is confidential.

Signature of Applicant _____

Please read the following carefully before signing.

APPLICANT'S DECLARATION AND AGREEMENT:

I declare that all of the information I have given in this application form and in my resumé and any other attachments is complete and true in every respect. Furthermore, I understand that, if there is any failure to respond completely and truthfully to all questions asked, or any deliberate misrepresentation of information provided by me, or any failure to disclose a criminal record, that upon discovery by the Board of any such falsehoods, this will constitute sufficient grounds for my dismissal.

As a condition of employment, I give permission to School District 74 (Gold Trail) to contact any references, school or faculty associates, or any past or present employers named in this application. I understand that all references will be received in confidence by the Gold Trail School District and will not be released to me without the referees' consent.

I also understand that any offer of employment is conditional on my providing Gold Trail School District, at my own cost, with a complete criminal record search pursuant to B.C.'s Criminal Records Review Act and a satisfactory review of the results of the search by Gold Trail School District.

Signature of Applicant

Date