

SCHOOL DISTRICT NO. 85 (VANCOUVER ISLAND NORTH)

P.O. Box 90, Port Hardy, BC V0N 2P0

Telephone: 250-949-6618 Fax: 250-949-8792

www.sd85.bc.ca

APPLICATION FORM – CUPE

Please complete all information requested on the application, even though it may be duplicated on your resume. 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 offence that is unrelated to employment.

It is the District's practice to review each application. Please note that only those applicants selected for interviews will be contacted by telephone. Applications are kept for six (6) months from time of receipt. If you have additional information relevant to your application, please submit and we will update your file.

Name: _____

Address: _____
Street City Province Postal Code

Telephone: _____ Email: _____

Maintenance	<input type="checkbox"/>	Custodian	<input type="checkbox"/>
Bus Driver	<input type="checkbox"/>	Special Education	<input type="checkbox"/>
F.N. Programs	<input type="checkbox"/>	Child & Youth Care	<input type="checkbox"/>
Clerical	<input type="checkbox"/>	Other	<input type="checkbox"/>

Seeking On Call Work? Yes No

and/or

Applying for Posting Number: _____

Resume Attached? Yes No Date of Application: _____
MM / DD / YY

Have you previously applied to School District No. 85 (Vancouver Island North)?

Yes No If yes, when was the most recent? _____

What Certificates or Diplomas do you hold? _____

Graduation Year	High School / College / University	Courses

Relevant Experience (*List chronologically from most recent*)

Dates (from.....to)	Position	School / Employer

Other Experience (*List chronologically from most recent*)

Dates (from.....to)	Position	School / Employer

Interruption in Employment (*Please explain any interruption in your employment history*)

Trades Certification	Date Issued	Certificate No.	In Process (✓)	Date of Application

Other Certificates (POPARD, First Aid, Etc.)

Type	Date Issued	License No.	In Process (✓)	Comments

B.C. Driver's License

Type	Date Issued	License No.	In Process (✓)	Air Brakes?

Personal/General Information	Yes	No
Have you ever been convicted, or received a conditional or absolute discharge, in any country (including Canada) for any crime or offence under a statute, ordinance, federal, provincial, or state law? (A conviction or charge does not necessarily preclude an offer of employment.)		
Have you ever been prohibited by a court from having contact with another person?		
Is your name currently on a sex offender list in Canada or in any other country?		
Have you ever been suspended, disqualified, censured, discharged or had disciplinary action taken against you in any employment capacity or by a professional or government body?		
Have you ever received a less-than-satisfactory work evaluation?		
Have you ever been disciplined or, discharged, or asked to resign, or agreed to resign, from a prior position during or after an investigation, review or complaint in relation to your conduct?		
Do you have any health-related limitations (mental or physical) that could affect the manner in which you perform the occupational requirements of the position applied for? A limitation does not necessarily preclude an offer of employment.		
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?		
Are there any restrictions on your employment in Canada?		

If you have answered YES to any of the previous questions, please provide a detailed explanation, place in an envelope marked CONFIDENTIAL, and include with this application. Answering YESS may not preclude your employment application from being considered.

	Yes	No
Are you legally entitled to work in Canada?		

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

References

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

I authorize School district No. 85 (Vancouver Island North) 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, school or faculty associates, or prior/present employers named in this application.

Name	Organization	Position	Telephone

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 Carefully

Applicant's Declaration and Agreement

I declare that all of the information I have provided in this application for employment, and in any other documentation which accompanies this application, 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 No. 85 (Vancouver Island North) to contact any references, school or faculty associates, or any past or present employers named in this application. I further understand that confidential professional references reports given to the school Board will not be released to me without the consent of the referee. In addition and at my cost, I will be required to provide the School District with a completed Criminal Record Search, which must be reviewed and affirmed acceptable to the District prior to any offer of employment.

(Signature of Applicant)

(Date)