

## Prince Rupert School District No. 52 SUPPORT STAFF APPLICATION FORM

Date of Application: \_\_\_\_\_

Are you a:

- New Applicant  
 Previous Applicant  
 Former Employee of School District No. 52

If you have previously applied for employment with the School District, please indicate date(s) of application(s):

\_\_\_\_\_

Position(s) Desired/Applying for: \_\_\_\_\_

### Personal Information

First Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Last Name: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

\_\_\_\_\_

City/Province: \_\_\_\_\_

Email address: \_\_\_\_\_

### Questions

1. Are you legally entitled to work in Canada?  Yes  No
2. Are you at least 19 years of age?  Yes  No
3. Have you ever been involuntarily terminated or asked to resign from employment?  Yes  No
4. Have you ever been convicted of a criminal offence or are there any outstanding criminal charges against you?  Yes  No

If yes, please give details on a separate piece of paper, including dates and places of charges and convictions. Place in an envelope marked "CONFIDENTIAL".

\*Please note that a criminal conviction is not an automatic bar to employment. The School District will consider the nature of the offence, the date of the offence, and the relationship between the offence and the position for which you are applying.

5. Have you ever been suspended, disqualified, censured, discharged or had disciplinary action instituted against you as a member of any profession or organization?  Yes  No

If yes, please give details on a separate piece of paper and attach related documents. Place in an envelope marked "CONFIDENTIAL".

6. Do you currently have any disease or condition (this may include a (1) mental or emotional disease or condition; (2) alcohol or substance abuse; and/or (3) physical disease or condition) that limits or interferes with your ability to regularly, competently, and safely perform the duties of the position you have applied for?

Yes  No

If you are unsure of the duties of the position, please familiarize yourself with the job posting and job description prior to answering this question.

If yes, please provide details regarding the nature of the limitations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Please note that the existence of a disease or condition that limits or interferes with your ability to perform the duties of a position is not necessarily a bar to employment. The School District will consider the nature of the condition and limitations and the requirements of the position applied for. Information regarding disabilities and limitations will be treated as confidential.

7. Are you aware of any other reason that you would not be able to perform the duties required of the position for which you are making an application?

Yes  No

If yes, please explain the limitations and reasons for these limitations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Educational History

### SECONDARY SCHOOL

Highest public grade school completed: \_\_\_\_\_

Please list all high schools you have attended. List chronologically from the most recent.

Dates Attended	Name of Secondary School	Location

High School Graduation (if completed):

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

What high school program did you follow (i.e., academic, technical, etc.)? \_\_\_\_\_

\_\_\_\_\_

**POST-SECONDARY**

List all colleges, universities, and other post-secondary institutions attended. List in reverse chronological order beginning with the most recent.

Dates Attended	Name of Institution	Program	Degree/Certification (if completed)	Date

**PROFESSIONAL CERTIFICATIONS**

List any professional certifications, and date completed:

Certification	Date Completed	Is this certification current? (yes/no)

**Work Experience and Skills**

**WORK EXPERIENCE:** List all current and previous employers and work experience chronologically starting from the most recent. Do not omit any current or previous work information. Use a separate piece of paper if required.

Dates Employed MM/YYYY-MM/YYYY	Employer (City, Province)	Type of work	Reason for Leaving

**Work Experience and Skills (continued)**

<b>Dates Employed MM/YYYY-MM/YYYY</b>	<b>Employer (City, Province)</b>	<b>Type of work</b>	<b>Reason for Leaving</b>

**OTHER SPECIAL TRAINING**

Please list other special training (apprenticeships, extension courses, etc.): \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Please provide at least two professional references. Please note that in addition to these two references, the School District may check references with any or all current and/or previous employers.

<b>Name</b>	<b>Title/Position</b>	<b>Telephone</b>	<b>Email</b>

**LANGUAGES (Optional)**

Please list any languages spoken in addition to English: \_\_\_\_\_

\_\_\_\_\_

**OTHER SKILLS OR INTERESTS**

Please list any additional skills, knowledge or interests which may be relevant to your application: \_\_\_\_\_

\_\_\_\_\_

**Positions Requiring Driving**

**This section must be completed if you are applying for a position involving driving duties.**

1. Do you hold a current drivers license?  Yes  No

If yes, Class of Driver's license held: \_\_\_\_\_

2. Have you ever been convicted of any driving offence or are there any outstanding charges for driving offences against you?  Yes  No

If yes, please give details on a separate piece of paper, including dates and places of charges or convictions. Place in an envelope marked "CONFIDENTIAL".

\*Please note that conviction is not an automatic bar to employment. The School District will consider the nature of the offence, the date of the offence, and the relationship between the offence and the position for which you are applying.

3. Has your driver's licence ever been suspended or revoked?  Yes  No

If yes, please give details on a separate piece of paper, including dates and places of driver's license suspension or removal. Please in an envelope marked "CONFIDENTIAL".

### Enclosures

Please include the following documents with this completed form:

1. Resume (if any).
2. Photocopies of any degree, certificate or diploma.
3. Verification of name change (if applicable).  
\*Note: If your name has been changed from the name indicated on any documents you have attached, a photocopy of a change of name verification (marriage certificate, if applicable) must be provided.
4. If you are applying for a position that includes driving duties, a current provincial driving abstract must be provided.

### Applicant's Declaration

#### PLEASE READ CAREFULLY BEFORE SUBMITTING

I declare that all of the information I have provided in this application form and in my resume and any other supporting documents 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 will constitute sufficient grounds for dismissal.

As a condition of application and possible employment, I hereby authorize Prince Rupert School District No. 52 to contact any references, or past or present employers named in this application form, or in my resume and any other supporting documents, 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 Prince Rupert School District No. 52 and will not be released to me without the referees' consent.

I also understand that any offer of employment is conditional on my providing, at my own cost, Prince Rupert School District No. 52 with a complete criminal record search pursuant to BC's Criminal Records Review Act and a satisfactory review of the search by School District No. 52.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date