



School District 19
(Revelstoke)

SCHOOL DISTRICT NO. 19 (REVELSTOKE)

APPLICATION FORM Non-Teaching Staff

Instructions:

Please complete all sections as thoroughly and accurately as possible.

Position information:

I am applying for: _____ Posting Number: _____
(if applicable)

Date of Application: _____

Personal information:

Last name: _____ Given names: _____

Mailing address: _____

Residential address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: Home: _____ Other: _____

		YES	NO
1.	Can you legally work in this country?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you ever been charged with or convicted of a criminal offence? If so what?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you ever been dismissed, suspended, or disqualified from employment, or as a member of any profession or other organization?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you know of any reason why you should not be employed in a capacity in which you work with or will be in contact with children?	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: If you answered yes to questions, 2 or 4, please provide details by attaching additional information to this application. Include at least one authority (name, position, and telephone number) with whom we may discuss matters and confirm details.

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Education and Training:

(Attach copies of transcripts)

Circle high school grade completed 10 11 12

Name and location of last high school attended _____

What high school program (academic, technical, etc.) did you follow? _____

Name of University/College: _____

Location: _____

Dates of attendance: _____

Area of study/course: _____

Diploma/degree/certificates: _____

Business, Technical, Night School: _____

Location: _____

Dates of attendance: _____

Area of study/course: _____

Diploma/degree/certificates: _____

Professional or other memberships:

List any active memberships or registrations in a professional or career-related organization or society.

Work History:

Beginning with your most recent experience, please describe your work history. In the area for duties and skills, please describe the major duties and skills acquired/used as they relate to the position you are applying for now. Attach additional pages if required or a full and complete resume, which details information requested.

Employer & Location: _____

Duties & Skills: _____

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Dates: _____

Reason for leaving: _____

Supervisor: _____ Phone: _____

Position: _____

Employer & Location: _____

Duties & Skills: _____

Dates: _____

Reason for leaving: _____

Supervisor: _____ Phone: _____

Position: _____

Employer & Location: _____

Duties & Skills: _____

Dates: _____

Reason for leaving: _____

Supervisor: _____ Phone: _____

Position: _____

Volunteer and other related activities: (please list)

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Employment References:

You may wish to provide further employment references in addition to the supervisors listed above. If any reference has known you by a previous name, please specify:

Name: _____ Phone: _____ Relationship: _____ Years Known: _____

Driver's License:

Class of License: _____

Any Restrictions: _____

This application is not valid unless signed by the applicant.

The personal information on this form is collected by School District No. 19 (Revelstoke) under the authority of the School Act, Section 15 (1). The information will be solely for the purpose of recruitment and selection of staff and will be protected under the Freedom of Information and protection of Privacy Act.

If you are offered employment, you will be required to have a criminal record check done; and to provide fingerprints, if requested, to verify a criminal record.

I hereby authorize School District No. 19 (Revelstoke) to contact references not included on this application including my current and former employers.

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. I understand that failure to completely and truthfully answer the questions asked may result in my application not being considered or dismissal if discovered after receiving employment with the District.

Signature: _____ **Date:** _____