



**SCHOOL DISTRICT NO. 91 (NECHAKO LAKES)**  
**APPLICATION FOR SUPPORT STAFF EMPLOYMENT**  
**CUPE – Local 4177**

PO Box 129  
Vanderhoof, BC V0J 3A0  
Phone: (250) 567-2284  
Fax: (250) 567-4639  
Website: [www.sd91.bc.ca](http://www.sd91.bc.ca)

School District No. 91 (Nechako Lakes)  
**Vision Statement**

**CLEAR**

*Success for all learners*

**PERSONAL DATA**

Mrs. Mr. Ms. Miss

Surname Given Names

Mailing Address City/Town Postal Code

Telephone Number: Email Address:

Have you ever been employed by School District Nos. 55, 56, 91? Yes No

Dates:

Are you legally entitled to work in Canada? Yes No *(Provide the necessary documentation, if required)*

Position of Interest: Aboriginal Education Bus Driver Clerical Custodian Student Support

If you are applying for a French Immersion position, can you communicate in French, both verbally and written?  
Yes No

If you are applying for an Aboriginal position, are you of aboriginal ancestry? Yes No  
If yes; a copy of your ID card will be requested upon hire.

Do you hold any of the following certificates? (If yes, please attach copies of certificates)

Aboriginal Education Assistant Building Service Worker  
Applied Business Technology Class 1  
Education Assistant Air Endorsement

<b><u>EDUCATION</u></b>	Name of School, Technical/Business College or University	Years attended		Specialty Courses (if applicable)	Last Grade (Successfully Completed)
		From	To		
Secondary					
Post-Secondary					
Other					

## **GENERAL QUESTIONS:**

1. Have you ever been charged with, convicted of, have an outstanding charge or have received a conditional or absolute discharge of a relevant offence against children in any country (including Canada)?  
Yes                      No
2. Have you ever been charged with or convicted of any other criminal offense?  
(Note: A criminal charge or conviction will not automatically exclude you from employment opportunities. The requirements of the position applied for and the circumstances related to the charge or conviction will be considered.)  
Yes                      No
3. Have you ever been investigated, disciplined, suspended, dismissed or disqualified as a member of any force/profession, organization, or as an employee?  
Yes                      No
4. Are you willing to take pre-employment skills assessment, aptitude, attitude or value surveys?  
Yes                      No
5. Have you ever had an accident related to your employment?  
Yes                      No
6. 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?  
Yes                      No

### **NOTE:**

- If you answered “yes” to any of the above questions (except Question #4), please provide details on the last page of this application. Include at least one authority (name, position and telephone number) with whom we may discuss matters and confirm details.
- If the answer is “yes” to questions #1 and #2, please give details on a separate piece of paper, including dates and places of charges or convictions. Please place in an envelope marked "Confidential."
- If an offer of employment is made, the applicant will be required to submit to a favourable Criminal Record Review check.

## **QUESTIONS for APPLICANTS for BUS DRIVING and MAINTENANCE POSITIONS:**

1. Do you hold a current, valid, unrestricted driver's license?  
Yes                      No
2. What class of license do you hold?
3. Do you have an air endorsement?  
Yes                      No
4. Have you ever been convicted of any driving offence or are there any outstanding charges for driving offences against you?  
Yes                      No
5. Has your driver's license ever been suspended or removed? (whether in British Columbia or elsewhere)  
Yes                      No
6. Have you included your Driver's Abstract document (whether from in British Columbia or elsewhere)?  
Yes                      No
7. Do you have any restrictions on your driver's license?  
Yes                      No              If yes, please describe:

### **NOTE:**

- If the answer is “yes” to question #4, please give details on a separate piece of paper, including dates and places of charges or convictions. Please place in an envelope marked "Confidential."
- Please note that a conviction or charge 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.
- A favourable Medical Certificate of medical fitness related to bona fide occupational requirements will be requested after employment is offered.

## **EMPLOYMENT HISTORY**

Please give the most recent employer first. Include summer and part-time work. Indicate if employed under another name.

Employer's Name:
Supervisor's Name:
Contact Number for Employer/Supervisor:
Position:
Dates Employed:
Reason For Leaving:

Employer's Name:
Supervisor's Name:
Contact Number for Employer/Supervisor:
Position:
Dates Employed:
Reason For Leaving:

Employer's Name:
Supervisor's Name:
Contact Number for Employer/Supervisor:
Position:
Dates Employed:
Reason For Leaving:

## **MUST BE INCLUDED - REFERENCES:**

Please list **three** professional referees who have first-hand knowledge of your professional competence and personal qualifications.

Name	Occupation	Contact Number

APPLICANT'S DECLARATION AND AGREEMENT – *please read before signing*

I declare that all of the information I have provided in this application form, attached resume, interview and other related documentation, 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 my application is successful, there will be sufficient grounds for my dismissal.

I give permission for School District No. 91 (Nechako Lakes) to contact any references, present and/or prior employers named in this application or allowed for by the *Personal Information Protection Act* for the purposes of (1) verifying my qualifications and other information in these documents, (2) assessing my past work performance, and (3) determining my suitability for employment.

I understand that confidential reference reports and reasonable required employee personal information allowed for under the *Personal Information Protection Act* will become part of this application and will not be released to the applicant without the consent of the referee.

I understand that any offer of employment is conditional on me providing consent to School District No. 91(Nechako Lakes), at my own cost, for a **complete criminal record search** pursuant to BC's Criminal Records Review Act and a favourable review of my record.

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DATE

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SIGNATURE OF APPLICANT

*Completion of this application form is not an employment offer.*