



SCHOOL DISTRICT #35 (LANGLEY) EXTERNAL APPLICATION FOR EMPLOYMENT

SUPPORT STAFF

Human Resources Dept.
4875 – 222 Street
Langley, BC V3A 3Z7
Phone: 604-534-7891
Fax: 604-532-1425
www.sd35.bc.ca

Personal information is collected by School District #35 (Langley) only as it relates directly to and is necessary for the operating program activities of the School District. The personal information collected as part of your application for employment is collected in order to assess your suitability to assume the duties of the position for which you have applied and to determine preliminary remuneration and benefit details.

The School District will make every effort to ensure that the personal information it uses to make any decisions that directly affect you will be accurate and complete. We will retain such information for at least one year.

PERSONAL DATA

Please answer all questions carefully in ink in your own handwriting. Print names and addresses.

DATE OF APPLICATION

| | | |
|------|-------|-----|
| | | |
| YEAR | MONTH | DAY |

Dr. Miss LAST NAME _____
 Mr. Ms. FIRST NAMES _____
 Mrs. _____

Phone: _____
 Home: _____
 Cellular: _____

Address: _____ Postal Code _____

E-mail Address: _____

Have you ever been employed by School District #35?
 Yes No

Are you legally entitled to work in Canada?
 Yes No

Type of work desired _____

Employment Desired:
 Regular Full Time Casual Part-Time

| EDUCATION | School / University | Years Attended | | Last Level Completed | Subject Specialty If Applicable |
|------------------|---------------------|----------------|----|----------------------|---------------------------------|
| | | From | To | | |
| SECONDARY | | | | | |
| BUSINESS SCHOOL | | | | | |
| TECHNICAL SCHOOL | | | | | |
| UNIVERSITY | | | | | |
| POST-GRAD | | | | | |
| OTHER | | | | | |

TEACHING ASSISTANT AND CLERICAL APPLICANTS ONLY

What language other than English do you speak? _____ write? _____ read? _____

List special certificates; memberships in professional or technical associations; relevant special interests and activities:

CLERICAL APPLICANTS ONLY

Are you trained in the following skills?

Proficiency in: Microsoft Office Software No Yes

Keyboarding No Yes _____ Words per minute

Other Software No Yes If yes, please list:

What prompted your application? Advertisement Own Accord Job Posting Referral

When can you start work? _____ Referred by: _____

QUESTIONS

1. a) Have you ever been convicted of or pleaded guilty to a criminal offence? Yes No
- b) Have you ever received a conditional or absolute discharge or pardon in connection with a criminal offence? Yes No
2. Are there currently any outstanding criminal charges against you? (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. 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
4. a) Have you been disciplined (which includes a warning, suspension or other disciplinary measure for misconduct or failure to adequately perform your job)? Yes No
- b) Are you now being investigated by your current or any previous employer, or any other organization for any alleged misconduct or inadequacy relating to your certification, employment, or volunteer activities with children? Yes No
- c) Have you resigned from a position while charges against you, or an investigation of your behaviour, was pending? Yes No
- d) Have you ever been involuntarily dismissed from employment, not had your contract renewed, or have you ever resigned from any employment at the request of your employer or in lieu of being disciplined or dismissed? The existence of any settlement must be disclosed. Yes No
5. Are you willing to take pre-employment skills, aptitude, or attitude surveys? Yes No
6. Have you ever had an accident or injury during the course of your employment? (Note: This information will be used to determine whether or not a duty to accommodate is required). Yes No

Additional Comments: _____

- NOTE:**
- a) If any questions 1, 2, 3, 4, or 6 are answered "Yes", please provide details on a separate sheet in a sealed Envelope addressed to the Human Resources Officer, Support Staff. Include at least one authority (name, position and telephone number) with whom we may discuss matters and confirm details. This material will be handled in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and other relevant legislation.
- b) A criminal record review will be required by the School District

EMPLOYMENT HISTORY

Please give most recent job first. Include summer and part-time work. Indicate if employed under the same name. **It is imperative to provide supervisor's full name, title and telephone number.**

Employer: _____

Address: _____

Employed _____ to _____ Part-time
From: _____ to _____ Full-time

Position Occupied and Description of Duties:

Immediate Supervisor: _____

Phone: Work _____ Home: _____

Why did you leave? _____

Employer: _____

Address: _____

Employed _____ to _____ Part-time
From: _____ to _____ Full-time

Position Occupied and Description of Duties:

Immediate Supervisor: _____

Phone: Work _____ Home: _____

Why did you leave? _____

Employer: _____

Address: _____

Employed _____ to _____ Part-time
From: _____ to _____ Full-time

Position Occupied and Description of Duties:

Immediate Supervisor: _____

Phone: Work _____ Home: _____

Why did you leave? _____

Employer: _____

Address: _____

Employed _____ to _____ Part-time
From: _____ to _____ Full-time

Position Occupied and Description of Duties:

Immediate Supervisor: _____

Phone: Work _____ Home: _____

Why did you leave? _____

OTHER RELEVANT INFORMATION

REFERENCES OTHER THAN WORK-RELATED:

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Phone: _____

Phone: _____

**PLEASE READ CAREFULLY
APPLICANT'S DECLARATION AND AGREEMENT**

I declare that all the information I have provided in this application for employment and in any other documents which accompany this application is complete and true in every respect and I understand that any failure to completely and truthfully answer the questions asked of me, when discovered, will constitute sufficient grounds for dismissal.

I hereby authorize School District #35 (Langley) to conduct a personal investigation in connection with my application for employment. I give permission for School District #35 (Langley) to contact any references and any prior or present employers given in conjunction with this application or to secure such personal information about me that might exist in the public domain. I understand that confidential reference reports and personal information which become part of this application will be regarded as confidential pursuant to the provincial Freedom of Information and protection of Privacy Act and shall not be revealed to me.

I understand that as a condition of employment, I will be required to authorize a Criminal Records Review and undergo a medical examination, and that the results of both must be satisfactory to the School District.

Date

Applicant's Signature

NO PHOTO PLEASE

Please attach additional pages if there is any aspect of your application on which you want to elaborate.