



ELEMENTARY TEACHERS-ON-CALL EMPLOYMENT APPLICATION INFORMATION

In order to complete your file, please send the following information:

Enclosures

Please include the following documents in the order listed.

1. Application form
2. Cover letter and résumé
3. Photocopies of your teacher evaluations (principal's reports)
4. If a beginning teacher, photocopies of your final practicum reports. (School / Faculty Associates)*
5. Three professional references **must** include: Administrative Officers, Faculty Associates, School Associate(s), or other professionals in a supervisory / administrative capacity **who have observed you teaching.** Work and home numbers must be listed.
6. Photocopies of your university transcripts.*
7. A photocopy of your BC teacher certification or letter of eligibility and BCCT card.*
8. A photocopy of your Teacher Qualification Service (TQS) card.*

* May be sent separately if not yet available.

Note 1: If your name has been changed from that indicated on any documentation you have attached, a photocopy of a change of name verification (i.e. Marriage certificate) must also be provided.

Note 2: If your BC College of Teachers' membership is more than one (1) year old, a photocopy of your current membership card or a letter confirming your active membership status must be attached.

Note 3: All successful applicants must agree to undergo a district required criminal records check. This is in addition to the CRC required by the BC College of Teachers. Costs incurred are paid by the applicant.

Provincial human rights legislation prohibits discrimination in employment practices because of age, sex, race, national or ethnic origin, colour, religion, marital status, family status, sexual orientation, disability or conviction of an offence for which a pardon has been granted.

Only those applicants short-listed for an interview will be contacted.



**SCHOOL DISTRICT #35 (LANGLEY)
APPLICATION FOR EMPLOYMENT**

**ELEMENTARY TEACHER
and TEACHER-ON-CALL**

Human Resources Dept.
4875 - 222 Street
Langley, B.C. V3A 3Z7
Phone: 604-534-7891
Fax: 604-532-1403

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. <input type="checkbox"/>	Miss <input type="checkbox"/>	LAST NAME _____	Phone Home _____
Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>		Cellular _____
Mrs. <input type="checkbox"/>		FIRST NAMES _____	

Mailing Address: _____ Postal Code _____

Permanent Address: _____ Postal Code _____

Have you ever been employed by SD#35? Yes No Are you legally entitled to work in Canada? Yes No

Employment Desired Full-Time TOC Part-Time

EDUCATION	Name of School/ University	Years Attended		Last Level Completed	Subject Specialty If Applicable
		From	To		
UNIVERSITY					
POST-GRAD					
TEACHER TRAINING					
OTHER					

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

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

Teaching experience: B.C. years Elsewhere years Substitute experience years

B.C. Certificate # Standard Professional (please attach copies)

TQS Category (Check One) 3 4 5 6 Not assigned TQS expiry date yr. mo. Day

GENERAL TEACHING AREA (Please check one)

Kindergarten Primary (1-3) Intermediate (4-7) All Elementary (1-7)

PLEASE ATTACH A RESUME INCLUDING COPIES OF EVALUATION REPORTS

SUBJECT SPECIALTIES

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Please indicate your specialty teaching areas. Please provide the course name and number of each course in your specialty training area, including any methodology courses. In order to be considered a specialist in a teaching area, you must have taken 18 credits of course work at the 300 and 400 level. Check the Job Qualifications checklist:

I am qualified to teach Subject	Courses – Names and Numbers i.e. Eng 462 (Eng Lit)	University where courses taken
<input type="checkbox"/> Junior Science		
<input type="checkbox"/> Reading Recovery		
<input type="checkbox"/> Library		
<input type="checkbox"/> Band		
<input type="checkbox"/> Choral		
<input type="checkbox"/> French Immersion		
<input type="checkbox"/> French Sec. Lang.		
<input type="checkbox"/> Resource		
<input type="checkbox"/> Special Education		
<input type="checkbox"/> Other		
<input type="checkbox"/> Other		

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) Have you ever received a less than satisfactory teacher evaluation or practicum? Yes No
c) Are you now being investigated by your current or any previous employer, by the B.C. College of Teachers or other organization for any alleged misconduct or inadequacy relating to your certification, employment, or volunteer activities with children? Yes No
d) Have you resigned from a position while charges against you, or an investigation of your behaviour, was pending? Yes No
e) 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. Have you ever had an accident or injury during the course of your employment? (Note: This information is being used to determine whether or not a duty to accommodate is required). Yes No

NOTE: a) If any of questions 1, 2, 3, 4, or 5 are answered “Yes”, please provide details on a separate sheet in a sealed envelope addressed to the Director of Human Resources. 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.

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 PHOTOS PLEASE

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