

## **EMPLOYMENT APPLICATION INFORMATION TEACHERS-ON-CALL**

School District #36 (Surrey) is now accepting applications from qualified teachers who wish to be considered for employment as Teachers-On-Call

Applications for employment as Teachers-On-Call must be submitted on the following form. To ensure timely consideration, applications must include all documents and enclosures as follows

### **ENCLOSURES**

Please include the following documents in the order listed

1. Application form for Teachers-On-Call employment.
2. Resume and covering letter.
3. A summary of your professional development activities over the past three years.
4. If an experienced teacher, please provide photocopies of your teacher performance appraisals (principal's reports).
5. If a beginning teacher, please provide photocopies of your final practicum reports (School/Faculty Associates.)
6. 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 and e-mail addresses must be listed.
7. Photocopies of your university transcripts. \*
8. A photocopy of your BC teacher certification or letter of eligibility. \*
9. 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 (ie. 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.

Applications **will not** be processed unless Items 1-6 (noted above) are submitted at time of application. **Only those applicants shortlisted for an interview will be contacted.**

TEACHING MAJOR/AREA \_\_\_\_\_ LAST NAME \_\_\_\_\_

Please use block letters

Please use block letters

### Human Resources Office (Teaching)

## Application for Teacher-On-Call Employment

School district #36 (Surrey) 14033 – 92 Avenue, Surrey, B.C. V3V 0B7 Phone: (604) 595-6150 Fax: (604) 595-6136

### I. GENERAL INFORMATION

Name in Full: \_\_\_\_\_  
Last First Middle  
*Please underline the name by which you are usually called*

Telephone: \_\_\_\_\_  
Home Alternate

Present Address: \_\_\_\_\_  
Street City Province Postal Code

Alternate Address: \_\_\_\_\_  
Street City Province Postal Code

E-Mail Address: \_\_\_\_\_

I will be available to work as a TOC on the following day

	Mon	Tues	Wed	Thurs	Fri
am					
pm					

1. Month, day, year available \_\_\_\_\_

2. Are you under contract with another District?  YES  NO

3. If under contract, can you be released if offered a Teacher-On-Call position?  YES  NO

4. Present TQS category held? \_\_\_\_\_ Date obtained: \_\_\_\_\_

5. Are you legally entitled to work in Canada?  YES  NO

6. B.C. College of Teachers Certification? PENDING  YES  NO

➤ Have you ever been convicted of a criminal offence, or are there any outstanding criminal charges against you?  YES  NO

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

➤ Have you ever received a conditional or absolute discharge or pardon?  YES  NO

➤ Have you been suspended, disqualified, censured, discharged or had disciplinary action instituted against you in an employment capacity?  YES  NO

➤ Have you been denied or had revoked any licence or permit, the procurement of which required proof of good moral character?  YES  NO

➤ 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

➤ If the answer is yes, please give details on a separate piece of paper and attach related documents. Place in an envelope marked 'CONFIDENTIAL'.

➤ Do you have any health-related limitations which could affect the manner in which you perform the occupational requirements of the work for which you are applying?  YES  NO

➤ Have you ever received a less than satisfactory on a Teacher Evaluation or Practicum?  YES  NO

**TEACHING EXPERIENCE** – please list in reverse chronological order beginning with the most recent. Include prior School District No. 36 (Surrey) experience. Please note: experience credit for salary purposes must be verified upon granting of a contract and be in accordance with the current collective agreement between the Board of School Trustees, School District No. 36 (Surrey) and the Surrey Teachers' Association. (Add page if necessary).

DATES EMPLOYED Y/M/D TO Y/M/D	% TIME	SCHOOL DISTRICT/SCHOOL	GRADE/ POSITION	PRINCIPAL/ SUPERVISOR	REASON FOR LEAVING

**STUDENT TEACHING EXPERIENCE** - Please list in reverse chronological order beginning with the final practicum.

DATES Y/M/D TO Y/M/D	SCHOOL DISTRICT ADDRESS	SCHOOL	GRADE/ SUBJECT	SPONSOR TEACHER

**EDUCATION** – Please list all colleges or universities attended. List in reverse chronological order beginning with the most recent.  
**NOTE:** Your most recent transcript (photocopy acceptable) for each institution listed must accompany this application. Final transcripts may be forwarded as available.

DATES Y/M/D TO Y/M/D	NAME OF INSTITUTION CITY, PROVINCE	DEGREE/ DIPLOMA	MAJOR (S)	MINOR (S)

**CERTIFICATE PRESENTLY HELD**

PROVINCE	TYPE	CERTIFICATE NO.	DATE OBTAINED	PERMANENT	INTERIM	PENDING
IF A PENDING, EXPECTED DATE OF CERTIFICATION _____  UNCERTIFIED _____ LETTER OF ELIGIBILITY _____						

**TEACHER QUALIFICATION SERVICE (TQS) CATEGORY** – Please attach a photocopy of your TQS card to this application. If offered employment by School District No. 36 (Surrey), your actual salary cannot be confirmed without proof of your TQS category. TQS cards are not normally granted until a beginning teacher or a teacher new to the province has obtained a teaching appointment to a school district. For TQS information, contact: Teacher Qualification Service, #103-1765 West 8<sup>th</sup> Ave., Vancouver, B.C. V6J 5C6. Telephone (604) 736-5484.

**PROFESSIONAL REFERENCES** – Administrative Officers, Faculty Associates, School Associates, or other professionals in a supervisory/administrative capacity **who have observed you teaching**. Current work and home telephone numbers must be listed.

NAME and E-MAIL ADDRESS	LOCATION/ SCHOOL	WORK #	HOME #	POSITION/RELATIONSHIP
1.				
2.				
3.				

**APPLICANT'S DECLARATION AND AGREEMENT (Please read carefully)**

I declare that all of 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 my dismissal.

I hereby authorize School District No. 36 (Surrey) to conduct a personal investigation inclusive of a Criminal Records Search in connection with my application for employment. I give permission for School District No. 36 (Surrey) to contact any references or prior employers. I understand that confidential reference reports and personal information which become part of this application will be regarded as confidential and shall not be revealed to me.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE PRINT** \_\_\_\_\_

[Effective October 1, 2007](#)

Applications **will not** be processed unless Items 1-6 (noted on cover sheet) are submitted at time of application.