

EMPLOYMENT APPLICATION INFORMATION NON-TEACHING

Applications for employment 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.
2. Resume.
3. Three professional references to include: Supervisor/Manager capacity who have supervised and/or observed you working. Work and home numbers should be listed.

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 (eg Marriage certificate) must also be provided.

NOTE 2: All successful applicants must agree to undergo a district required criminal records check and a medical certificate for evidence of fitness. 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.

POSITION APPLYING FOR _____

POSTING NUMBER _____

Human Resources Office (Non-Teaching)

Application for Non-Teaching Employment

School District #36 (Surrey) 14033-92 Avenue, Surrey, BC, V3V 0B7 Phone (604) 595 6150 Fax (604) 595 6136

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

IN CASE OF EMERGENCY (accident, illness) _____
Contact Person Telephone

1 Month, day, year available _____

2 Are you legally entitled to work in Canada? YES NO

3 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."

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

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

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

7 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."

8 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

9 Have you ever had an accident or injury during the course of your employment? YES NO

10 Have you ever received a less than satisfactory performance evaluation? YES NO

Position Applied For: _____

Was the position advertised? What prompted you to apply? _____

Special accomplishments you wish to bring to the attention of the District: _____

WORK EXPERIENCE – please list in reverse chronological order beginning with the most recent. Include prior School District No. 36 (Surrey) experience.				
DATES EMPLOYED Y/M/D TO Y/M/D	COMPANY NAME	POSITION	SUPERVISOR	REASON FOR LEAVING

EDUCATION – Please list all Secondary Schools, 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	OTHER-DESCRIBE

PROFESSIONAL REFERENCES – Supervisors, Managers, or other professionals in a supervisory/administrative capacity who have observed you at work. Current work and home telephone numbers must be listed.		
NAME	TELEPHONE	POSITION/RELATIONSHIP
1.		
2.		
3.		

APPLICANT'S DECLARATION AND AGREEMENT (Please read carefully before signing)

Applications are normally retained for three months.

If contacted for an interview, please provide photocopies of certificates, diplomas, etc., which have been described herein.

I agree that, if requested, I shall take pre-employment tests, which are relevant to the work I have applied for. I also understand initial employment with the Surrey School District is probationary for up to four (4) months and that continued employment would depend upon an assessment of my performance and suitability.

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 given in conjunction with this application. 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** _____