

Application for Employment

Teachers & Substitute Teachers

To be considered for an interview, a **COMPLETE** application must be submitted.

A complete application shall include the following items:

- Application for Employment
- Current Cover Letter & Resumé
- Manitoba Teaching Certificate (if applicable)

Application is for: **Full-Time** **Part-Time** **Substitute**

Available Start Date: (MM/DD/YEAR) / /

Competition(s) of Interest:

SECTION 1: PERSONAL INFORMATION & LANGUAGE(S)

i) CANDIDATE INFORMATION

FIRST NAME:

LAST NAME:

ADDRESS 1:

ADDRESS 2:

CITY:

PROVINCE:

POSTAL CODE:

PHONE NUMBER: () -

E-MAIL ADDRESS:

Have you previously worked for BLSD?

MB TEACHING CERTIFICATE #:

YES NO

Are you legally entitled to work in Canada? YES NO

If yes, in what position?

ii) LANGUAGE(S) (indicate with a √ which language(s) you can speak, read & write)

LANGUAGE	READ (√)	WRITE (√)	SPEAK (√)	ADDITIONAL LANGUAGE(S)	READ (√)	WRITE (√)	SPEAK (√)
ENGLISH				1)			
				2)			

SECTION 2: EDUCATION

i) POST-SECONDARY EDUCATION

NAME & LOCATION	MAJOR	MINOR	DEGREE OBTAINED



SECTION 2: EDUCATION CONTINUED

ii) TECHNICAL / VOCATIONAL EDUCATION / EXPERIENCE (special training, occupational or trade experience)

NAME OF INSTITUTION OR COMPANY	POSITION	CREDENTIALS

SECTION 3: SCHOOL, GRADE & SUBJECT PREFERENCES

COMPLETE IF YOU ARE APPLYING FOR SUBSTITUTE POSITIONS

i) INDICATE THE SCHOOLS IN WHICH YOU ARE INTERESTED IN SUBSTITUTING:

École Elmwood School

Emerson Elementary School

École West Park School

Roseau Valley School

École Parkside School

Shevchenko School

W.C. Miller Collegiate

Ross L Gray School

Gretna Elementary School

Colony Schools

Rosenfeld Elementary School

(Blue Clay, Glenway, Green Ridge,
Horizon, Pineland & Ridgeville)

SECTION 3: SCHOOL, GRADE & SUBJECT PREFERENCES CONTINUED

COMPLETE IF YOU ARE APPLYING FOR PERMANENT OR TERM TEACHING POSITIONS

i) LEVEL(S) YOU PREFER TO TEACH:

Early Years: K-4

Middle Years: 5-8

Senior Years: 9-12

ii) CURRICULAR AREAS: (list up to 3 choice areas you are qualified and prepared to teach)

iii) EXTRA-CURRICULAR ACTIVITIES

Indicate co-curricular or extra-curricular activities which you may be interested in initiating/directing/supervising



SECTION 4: EXPERIENCE

LIST ALL TEACHING EXPERIENCE IN CHRONOLOGICAL ORDER FROM MOST RECENT TO LEAST

NAME AND LOCATION OF SCHOOL	GRADE AND/OR SUBJECT(S)	FROM (MM/YEAR)	TO (MM/YEAR)	TYPE OF CONTRACT
		/	/	PERMANENT TERM SUBSTITUTE STUDENT TEACHING
		/	/	PERMANENT TERM SUBSTITUTE STUDENT TEACHING
		/	/	PERMANENT TERM SUBSTITUTE STUDENT TEACHING
		/	/	PERMANENT TERM SUBSTITUTE STUDENT TEACHING
		/	/	PERMANENT TERM SUBSTITUTE STUDENT TEACHING

SECTION 5: REFERENCES

REFERENCES The Division requires the names of three individuals who are familiar with the quality of your teaching, including the Principal under whom you last taught. **References may be contacted prior to interview.**

NAME ORGANIZATION TITLE PHONE # () - E-MAIL ADDRESS PERMISSION TO CONTACT YES NO	NAME ORGANIZATION TITLE PHONE # () - E-MAIL ADDRESS PERMISSION TO CONTACT YES NO	NAME ORGANIZATION TITLE PHONE # () - E-MAIL ADDRESS PERMISSION TO CONTACT YES NO
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SECTION 6: APPLICANT DECLARATION

- I certify that all statements made in this Job Application Form are complete and accurate. I agree that any misrepresentation may be sufficient cause for withdrawal of any job offer, or immediate termination of employment without notice or pay in lieu thereof, if I have commenced employment.
- I understand that the Division has adopted a policy which requires all individuals offered employment with the Division to undergo a Criminal Record Check / Vulnerable Sector Search and Child Abuse Registry Check. Employment is conditional upon the results of these checks. (Disclosure of a criminal record may not necessarily preclude you from the position for which you may be considered.)
- I hereby authorize Border Land School Division to conduct a personal investigation in connection with my application for employment; and hereby authorize any person, employer, or organization, to provide any information, opinion, reports, documents or copies thereof in any form which may be requested in connection with my application for employment with Border Land School Division.

AGREED: (Please check)

x _____
SIGNATURE OF APPLICANT

/ /
DATE (mm/dd/year)

NOTE:

- You are encouraged to attach a personal resume and cover letter giving any additional information that you deem relevant to this application. You are not obligated to list anything which details characteristics protected by the *Human Rights Code*, such as ancestry, nationality, ethnic background, religion, age, sex, sexual orientation, marital status, political belief, or physical or mental disability.
- Receipt of completed application forms will not necessarily be acknowledged.
- Interviews will be arranged with selected candidates if and when appropriate positions arise.
- Applications are to be renewed or updated for each year.