



APPLICATION FOR EMPLOYMENT

310 21ST STREET EAST • SASKATOON, SK. S7K 1M7 • 683-8200

MANAGERIAL/TECHNICAL STAFF
(NON-TEACHING)

AP _____

Initials _____

RESUME ATTACHED
YES NO

POSITION BEING APPLIED FOR: _____
 Part Time Casual

PERSONAL DATA

NAME IN FULL (Please Print)

LAST NAME	FIRST	INITIALS

PRESENT ADDRESS:

 NO. STREET CITY OR TOWN PROVINCE POSTAL CODE TELEPHONE

PERMANENT ADDRESS: (if different from above)

 NO. STREET CITY OR TOWN PROVINCE POSTAL CODE TELEPHONE

SALARY EXPECTATIONS: _____ ANNUALLY MONTHLY HOURLY

PREVIOUSLY EMPLOYED BY THIS BOARD ? NO YES, AS _____

DATE AVAILABLE FOR EMPLOYMENT _____

DO YOU POSSESS A VALID DRIVERS LICENCE ? YES NO

DO YOU HAVE USE OF A VEHICLE FOR TRANSPORTATION BETWEEN SCHOOL BOARD FACILITIES ? YES NO

EDUCATION

Name and City of School	Level Attained	Dates Attended	Field of Study
High School	Highest Grade Completed	From: To:	Academic <input type="checkbox"/> Vocational <input type="checkbox"/> Other <input type="checkbox"/> Achieved required credits Yes: <input type="checkbox"/> No: <input type="checkbox"/>
College, Secretarial School or University	Specify Degree or Diploma	From: To:	Major Minor Diploma Certificate Obtained? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Other		From: To:	

Other skills, training or qualifications you possess related to the position you are applying for _____

** see reverse side **

FOR BOARD USE ONLY:	Interviewed by: _____	Recommended for Hire: YES <input type="checkbox"/> NO <input type="checkbox"/>
	Date: _____	References Checked: YES <input type="checkbox"/>

EMPLOYMENT HISTORY

Circle the number of any employers whom you do not wish us to contact at this time

Employer Name and Address of Employment <small>(most recent first)</small>	Position	Nature of Work	Period of Employment <small>(month/year)</small>	Supervisor's Name/Title	Reason For Leaving
1.					
2.					
3.					
4.					

REPRESENTATIVE WORKFORCE

Our School Division is committed to ensuring that our workforce fairly represents the Aboriginal Community of Saskatoon. Completing this section will assist us in identifying Aboriginal applicants. Answering the following questions is voluntary.

Aboriginal People are a persons in Canada who identify themselves as First Nations, Métis or Inuit.

Are you an Aboriginal person? Yes No

If yes, are you: First Nations Métis Inuit

REFERENCES

Name and Address	Telephone	Work/Personal	Position or Occupation
1.			
2.			
3.			

CRIMINAL RECORD

Have you ever been convicted of a criminal offense for which no pardon has been granted? Yes No If yes, please indicate the nature of the offense, date and sentence imposed. _____

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 aspect 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 the Saskatoon Public School Division No. 13 to conduct a personal investigation of a Criminal Records Search in connection with my application for employment. I give permission for the Saskatoon Public School Division No. 13 to contact any references or prior employers given in conjunction with this application and further I understand that confidential reference reports and personal information which will become a part of this application will be regarded as confidential and shall not be revealed to me.

SIGNATURE OF APPLICANT _____ DATE _____

Note: Applications will be retained for 3 months only, unless extended by contacting Human Resources