

CUPE 947 EXTERNAL APPLICATION

The information on this form is collected under the authority of the School Act and will be used solely for the purpose of processing your application for employment with the District. It will be kept secure and confidential in accordance with the Freedom of Information and Protection of Privacy Act. Any questions concerning the collection and use of this information may be directed to the Director, Human Resources, 556 Boleskine Road, Victoria, B.C. V8W 2R1, telephone 250-475-4191.

To view current job descriptions and qualifications, please [click here](#).

Last Name	First Name	Initial (Preferred name, if different)	Home Phone Number
Address			Business Phone/Messages
City		Postal Code	

Position(s) Applying For Time: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Competition # (if applicable) _____			
Accounting	<input type="checkbox"/>	Supervision - specify school	<input type="checkbox"/>
Educational Assistant - General	<input type="checkbox"/>	_____	
Clerical / Administrative Support	<input type="checkbox"/>		

How did you learn about the job? SD61 website Newspaper (Specify) _____
 Website (specify) _____ Other (Specify) _____

Do you hold a valid BC Drivers License? Yes If yes, what class: _____ No

Have you ever been convicted of a criminal offense for which you have not been subsequently pardoned? Yes No

Do you have any medical or physical condition which would affect your ability to do the job? Yes No

If yes, please describe: _____

Do you have any other conditions which should be considered during the selection process? Yes No

If yes, please describe: _____

Are you prepared to work shift work? Yes No

EMPLOYMENT HISTORY

*Please fill out information indicating your current or most recent employer first **OR** SEE RESUME SUBMITTED*

From/To		Employer/Location	Position/Title	Supervisor/Phone	Reason for Leaving
Mo. & Yr.	Mo. & Yr.				
Duties and Responsibilities:					
From/To		Employer/Location	Position/Title	Supervisor/Phone	Reason for Leaving
Mo. & Yr.	Mo. & Yr.				
Duties and Responsibilities:					
From/To		Employer/Location	Position/Title	Supervisor/Phone	Reason for Leaving
Mo. & Yr.	Mo. & Yr.				
Duties and Responsibilities:					

May we approach your present/last employer(s) for references? Yes No

EDUCATIONAL HISTORY

	Name/Location	Dates Attended	Diploma/Degree	Course Major
Secondary or High School				
Technical or Business School				
University or College				
Other Certification including courses enrolled in				

ADDITIONAL TRAINING/SKILLS (Applicable to the position for which you are applying)

TYPING WPM _____	SHORTHAND/SPEEDWRITING WPM _____
COMPUTER SKILLS <i>Specify Type/Program</i> _____ _____ _____ _____	Indicate Level of Competency <i>Introductory/Intermediate/Advanced</i> _____ _____ _____ _____

List all current licenses, certifications and/or professional designations:

Languages: List languages that you speak and write fluently:

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 will constitute sufficient grounds for my dismissal.

I hereby authorize Greater Victoria School District #61 to conduct a personal investigation inclusive of a Criminal Records Check in connection with my application for employment. I give permission for Greater Victoria School District #61 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.

Criminal Records Checks will be done in accordance with the Criminal Records Review Act, R.S.B.C. 1996, c. 86.

Are you legally permitted to work in Canada? yes no

Signature of Applicant **Date**

556 Boleskine Road, P.O. Box 700, Victoria, B.C., V8W 2R1
 Phone (250) 250-475-4191 Fax 250-475-4113
hrr@sd61.bc.ca

Posting # / Position: _____

Location: _____

Start Date: _____ Employee #: _____

Consent to a Criminal Record Check - Faxed? Yes ___ No ___ Rehire? Yes ___ No ___

Pending / Notes: _____

Office Use Only