

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. V8Z 1E8, Phone (250) 250-475-4191 Fax 250-475-4113 hrs@sd61.bc.ca

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

Position(s) Applying for: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> 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 this position?		SD61 website <input type="checkbox"/>	Newspaper (specify) <input type="checkbox"/>
Website (specify) <input type="checkbox"/>		Other (specify) <input type="checkbox"/>	
Do you have a valid BC Drivers License?		Yes <input type="checkbox"/>	If yes, what class
		No <input type="checkbox"/>	
Have you ever been convicted of a criminal offense for which you have not been subsequently pardoned?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any medical or physical conditions which would affect your ability to do the job?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please describe:			
Are you prepared to work shift work?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Aboriginal Ancestry [optional]? (First Nations, Metis, Inuit)		Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 & Responsibilities:					
From / To		Employer/Location	Position/Title	Supervisor Phone	Reason for Leaving
Mo. & Yr.	Mo. & Yr.				
Duties & Responsibilities:					
From / To		Employer/Location	Position/Title	Supervisor Phone	Reason for Leaving
Mo. & Yr.	Mo. & Yr.				
Duties & 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 (specify type/program)	Indicate Level of Competency Introductory/Intermediate/Advanced

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