

## EMPLOYMENT APPLICATION

### POSITION APPLIED FOR **MANDATORY FIELDS**

Position: \_\_\_\_\_ Posting No.: \_\_\_\_\_

Preferred Location(s): \_\_\_\_\_

### PERSONAL INFORMATION **MANDATORY FIELDS** (PART A)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(First) (Last) (Home) and/or (Cell or Work)

Address: \_\_\_\_\_  
(Street Name/Box Number) (City/Town) (Province) (Postal Code)

### PERSONAL INFORMATION **MANDATORY FIELDS** (PART B)

Are you **legally entitled** to work in Canada? (*Do you hold a valid Social Insurance Number?*) Yes  No

If you were born in a country other than Canada:

- do you have a Permanent Resident Card? Yes  No
- or
- do you have a valid Work Permit? Yes  No  Expiry Date: \_\_\_\_\_

### EDUCATION BACKGROUND **MANDATORY FIELDS** (attach certificates/diplomas/transcripts)

*Please leave section blank and check See Resume box, if this information has been submitted in your resume.*  
See Resume

Select highest level of High School Completed: 9  10  11  12

Post-Secondary: (Please list the following: Institute Attended, Course Completed, Year of Completion)

\_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL TRAINING/CERTIFICATION **MANDATORY FIELDS** (attach certificates, etc.)

*Please leave section blank and check See Resume box, if this information has been submitted in your resume.*  
See Resume

First Aid:  CPR:  Valid Fireman's/Boiler's Certificate:  Valid Driver's License:

School Bus Endorsement:  W.H.M.I.S. Certificate:  Food Safe/Safe Serve:

Others: (please specify) \_\_\_\_\_

<b>WORK EXPERIENCE MANDATORY FIELDS</b> (List your last three employers in consecutive order, beginning with your current or last employer.) Please leave section blank and check See Resume box, if this information has been submitted in your resume. See Resume <input type="checkbox"/>				
	Organization & Address	Position Held	Supervisor	Employed From/To
1.				
2.				
3.				

If you are presently employed, may we contact your current employer? Yes  No  **MANDATORY FIELD**

<b>REFERENCES – Minimum of Two Supervisors MANDATORY FIELDS</b> Please leave section blank and check See Resume box, if this information has been submitted in your resume. See Resume <input type="checkbox"/> Employees currently working for the school division are not required to submit references; however, your current supervisor(s) will be contacted.					
	Name	Address	Phone No. (H)	Phone No. (W)	Position
1.					
2.					
3.					

Have you previously worked for a School Division in Saskatchewan? **MANDATORY FIELDS** Yes  No

If yes, indicate School Division, date(s) and position(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been discharged from any position? **MANDATORY FIELDS** Yes  No

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AGREEMENT: Please read carefully MANDATORY FIELDS**

I certify that all statements made are true and complete to the best of my knowledge and belief. I understand that any false information may result in either no offer of employment or termination if already hired.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**NOTE: If submitting a resume as well, please attach it to the Employment Application. You may also attach any additional information, which you believe to be relevant to the application.**

Your application and any attachments may be submitted by using any of the options displayed below:

- On-line, as per instructions outlined on our web page
- Scan and email to: [hr@srsd119.ca](mailto:hr@srsd119.ca)
- Mail to: Human Resources Department – Support Staff/Out-of-Scope Positions  
 Saskatchewan Rivers Public School Division  
 545 – 11<sup>th</sup> Street East  
 Prince Albert, SK S6V 1B1
- Drop off at: 545 – 11<sup>th</sup> Street East – Reception, Prince Albert, SK
- Fax to 306-763-4460 Attention: Human Resources Department – Support Staff/Out-of-Scope Positions

For additional information, contact us at 306-764-1571 or visit our website at: [www.srsd119.ca](http://www.srsd119.ca) under **SRPSD Careers**