

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) _____

| WORK EXPERIENCE MANDATORY FIELDS (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**

| REFERENCES – Minimum of Two Supervisors MANDATORY FIELDS 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
- Mail to: Human Resources Department – Support Staff/Out-of-Scope Positions
 Saskatchewan Rivers Public School Division
 545 – 11th Street East
 Prince Albert, SK S6V 1B1
- Drop off at: 545 – 11th 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 under **SRPSD Careers**