

## Teacher/Substitute Teacher Application Procedures

To apply for substitute teaching, please submit the following:

- A current resume
- A cover letter indicating your interest in substitute teaching
- The names of three references (preferably supervisory references), please include work and home phone numbers
- A copy of your Saskatchewan Teacher's Certificate
- A copy of your internship report (for beginning teachers only)

To apply for a teaching contract, please submit the following:

- A current resume
- A cover letter indicating your areas of teaching interest, when you are available to begin employment, and if you are interest in being considered for our substitute teacher list
- The names of three references (preferably supervisory references), including work and home phone numbers
- A copy of your Saskatchewan Teacher's Certificate
- A copy of your internship report (for beginning teachers only)

The following documents are not required with your application but will be required upon hire:

- Social Insurance Card/Document (a government issued document with your name and SIN may also be accepted)
- Birth Certificate or Valid Passport
- Official Transcripts (these should be ordered after convocation to ensure your degree shows as conferred)
- A Criminal Record Check including Vulnerable Sector Check (Must not be older than one year).
- Direct Deposit information

Resumes can be emailed to [teachers@srsd119.ca](mailto:teachers@srsd119.ca) or mailed/dropped off at:

Saskatchewan Rivers Public School Division  
Human Resources – Teacher Services  
545 – 11<sup>th</sup> Street East  
Prince Albert, SK S6V 1B1