

Office use only: Letter
Computer



SCHOOL DISTRICT No. 43 (COQUITLAM)
This school board is an equal opportunity employer

Our mission is to ensure quality learning opportunities for all students of all ages.

**APPLICATION FOR EMPLOYMENT
TEACHER**

**Human Resources
Department**

School Board Office
550 Poirier Street
Coquitlam, BC V3J 6A7
Phone: (604) 939-9201
FAX: (604) 937-6758
or apply through our web site:
www.sd43.bc.ca

PERSONAL DATA

Please answer all questions carefully **in ink** in your own handwriting.

Print names and addresses.

LAST NAME _____

SOCIAL INSURANCE NUMBER: _____

(Note: Completion of number is optional at this time. Failure to submit social insurance number on this form will not prohibit employment consideration. However, offers of employment are subject to provisions of a social insurance number.)

FIRST NAMES _____

PHONE: HOME () _____

MAILING ADDRESS (INCLUDE POSTAL CODE) _____

EMAIL ADDRESS _____

BUSINESS () _____

PERMANENT ADDRESS IF DIFFERENT FROM ABOVE (INCLUDE POSTAL CODE) _____

HAVE YOU EVER BEEN EMPLOYED BY SCHOOL DISTRICT No. 43? YES NO

ARE YOU LEGALLY ENTITLED TO WORK IN CANADA? YES NO

PROFESSIONAL DATA

DESIGNATE IN ORDER OF PREFERENCE (1,2,3, etc.) THE POSITION/SPECIALTY FOR WHICH YOU ARE APPLYING.

GRADE LEVEL(S)	SUBJECT/SPECIALTIES	SPECIAL POSITION(S)
K <input type="checkbox"/> 6-8 <input type="checkbox"/> 1-5 <input type="checkbox"/> 9-12 <input type="checkbox"/> Teaching Position Applied For: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Teacher-on-call <input type="checkbox"/>	Secondary - Major/Minor Elementary - Generalist/Specialist 1. _____ 2. _____ 3. _____ 4. _____	Special Education <input type="checkbox"/> French Immersion/Cadre <input type="checkbox"/> Computers <input type="checkbox"/> Continuing Education <input type="checkbox"/> Other (Specify) <input type="checkbox"/> _____

FACILITY IN LANGUAGES(ü)

SKILL LEVEL	ENGLISH	FRENCH	GERMAN	SPANISH	ITALIAN	MANDARIN	JAPANESE	OTHER
Oral Fluency								
Written Fluency								

EDUCATION

POST SECONDARY INSTITUTIONS	NAME	DATES ATTENDED		DEGREE/ DIPLOMA	FIELD OF STUDY	
		FROM (Yr.)	TO (Yr.)		MAJOR	MINOR
College/University						
Undergraduate						
College/University						
Graduate						
Teacher Training						
Institution						
Business/Technical						
Institute						
Other Training						
Institute						

STUDENT TEACHING EXPERIENCE (List chronologically)

Name of School	School District	Province	Grade Level and/or Subject	Dates

TEACHING EXPERIENCE (List chronologically. DO NOT INCLUDE SUBSTITUTE TEACHING)

Name of School	School District	Positions Held		Dates		Full Time	Part Time
		Grades and/or Subjects Taught		Mo/Day/Yr	Total Years		

WORK EXPERIENCE OTHER THAN TEACHING (List chronologically)

Employer	City	Province	Kind of Work	Dates

CERTIFICATION

INDICATE CERTIFICATION AND TEACHER QUALIFICATION SERVICE CATEGORY

TYPE	I.D. NO.	DATE OF ISSUE	EXPIRY DATE	T.Q.S. CATEGORY		
				CATEGORY	CERTIFICATION	YRS PREP
Letter of Permission				2. <input type="checkbox"/>	E.B. or Licence to Teach (L)	2
B.C. Licence				3. <input type="checkbox"/>	E.A. or Standard Teaching	3
B.C. Standard Certificate				4. <input type="checkbox"/>	P.C. or Professional	4
B.C. Professional Certificate				5. <input type="checkbox"/>	P.B. or Professional Teaching	5
Other Certificate				6. <input type="checkbox"/>	P.A. or Professional Teaching	6
_____				6M <input type="checkbox"/>	P.A. with Masters Degree	6 or 7

PERSONAL/GENERAL INFORMATION**Questions:**

1. Have you ever been convicted or charged under any Federal or Provincial enactment or do you have any outstanding criminal charges pending? YES NO
(Note: A conviction will not automatically exclude you from employment opportunities. The requirements of the position applied for and the circumstances related to the conviction will be considered.)
2. Have you ever been dismissed, suspended, or disciplined or censured by any governing bodies, school board and/or College of Teachers? YES NO
3. Do you know of any reason why you should not be employed in a capacity in which you work with or will be in contact with children? YES NO
4. Do you have any health-related limitations which could affect the manner in which you perform the occupational requirements of the work for which you are applying? YES NO
5. Are you willing to be tested for communicable diseases? YES NO
6. Are you under contract to another district? YES NO
if yes, where? _____ Present Position _____

NOTE:

1. If you answered "YES" to questions 1,2,3,or 4, please provide particulars on a separate sheet and place in a sealed envelope marked "Confidential" and attach it to the application form.
1.1 A "YES" response to question 1 requires particulars related to the conviction including the date and place of the conviction, the offence for which you were convicted and the sentence imposed. Include at least one authority (name, position and telephone number) with whom we may discuss matters and confirm detail.
2. A criminal record search will be undertaken by the School District.
3. These questions are required to determine the applicant's suitability for bona fide occupational requirements.

REFERENCES (List at least three references)

If you have Teaching experience, include your last as well as previous Superintendent's and/or Principal's Report, or if you are a beginning teacher, include your practicum reports.

NAME OF REFERENCE	OFFICIAL POSITION	LOCATION/ADDRESS/INSTITUTION	PHONE NUMBER & EMAIL ADDRESS
			<u>EMAIL ADDRESS</u>
			<u>EMAIL ADDRESS</u>
			<u>EMAIL ADDRESS</u>

DECLARATION**(PLEASE READ CAREFULLY)****APPLICANT'S DECLARATION AND AGREEMENT**

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, when discovered, will constitute sufficient grounds for dismissal.

I give permission for School District No. 43 (Coquitlam) to contact any references, present and/or prior employers attached to this application and further I understand that confidential reference reports and personal information which become part of this application will be regarded as confidential. I understand that any information given to the School Board by a referee will be kept confidential and will not be released to the applicant without the consent of the referee.

Signature of Applicant

Date

APPLICANT PLEASE NOTE:

1. Applicants not currently employed by the Coquitlam School Board must sign a release to permit a criminal record search. Applicants will bear the cost of this review. Offers of employment are also conditional on the applicant fully and accurately disclosing to the board the nature of any and all convictions for criminal offenses and any and all outstanding criminal charges faced by the applicant. Any failure by the applicant to disclose to the board a criminal conviction or outstanding charge faced by the applicant, will be grounds for dismissal.
2. Medical examinations that may be required during the course of employment are the responsibility of the employee.
3. Placement on salary scale is tentative and subject to verification of experience and certification.
4. School District No. 43 is a smoke-free district.
5. The information on this form is collected under the authority of the School Act, section 15 (l) and of the FOIPOP Act, section 26, subsection 1(c). The information provided will be used to assess applicants' suitability for employment in School District No. 43 (Coquitlam). If you have any questions about the collection and use of this information, contact Personnel and Employee Relations.
6. The law prohibits discrimination in employment practices because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or conviction of a criminal or summary offence that is unrelated to employment.
7. Thank you for your interest in School District No. 43 (Coquitlam). Candidates to be interviewed will be contacted. Applications will be kept on file until December 31st of the current year.