



School District No. 54 (Bulkley Valley)

NON-CERTIFIED - TTOC APPLICATION FORM

IMPORTANT:

When submitting this application, ensure the following are included:

- **Cover Letter**
- **Resume**
- **Copy of Academic Transcripts, Certificates &/or Diplomas**

MAILING ADDRESS

**Box 758
1235 Montreal Street.,
Smithers, BC V0J 2N0**

CONTACT INFORMATION

For more information, please contact School District #54 (Bulkley Valley) at:

Phone: 250-877-6820

**Email:
contact-sd54@sd54.bc.ca**

**Visit our website:
www.sd54.bc.ca/careers/**

***Only those applicants chosen for an interview will be contacted. ***

Date of application: _____

Personal Information (Please write clearly)

First Name: _____ Home Phone: _____

Last Name: _____ Cell Phone: _____

Mailing Address: _____ Postal Code: _____

City/Province: _____

Email address: _____

Have you ever been employed by School District No 54? Yes ___ No ___

Are you legally entitled to work in Canada? Yes ___ No ___

Type of TTOC work Desired: Please choose in order of preference, with 1 being first choice:

Elementary ___ Intermediate ___ Middle School ___ Secondary ___

Days available: _____

Please list the subject you are best prepared to teach: _____

Are you willing /able to travel between communities within the School District?

Yes ___ No ___

Questions:

1. 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? (Criminal Record check, processed by the School District, to be completed after a successful employment interview)

Yes ___ No ___

2. Do you have any health-related limitations (mental or physical) that could affect the manner in which you perform the occupational requirements of the position applied for? (A limitation does not necessarily preclude an offer of employment.)

Yes ___ No ___

If you have answered YES to any of the above questions, please provide a detailed explanation, place in an envelope marked CONFIDENTIAL. and include with this application.

Employment History

WORK EXPERIENCE: Please list chronologically from the most recent.

1. Employer:	Position(s) held:	
City/Province:	Reason for Leaving:	
From (MM/YYYY): To (MM/YYYY):	Supervisor & Title:	
2. Employer:	Position(s) held:	
City/Province:	Reason for Leaving:	
From (MM/YYYY): To (MM/YYYY):	Supervisor & Title:	
3. Employer:	Position(s) held:	
City/Province:	Reason for Leaving:	
From (MM/YYYY): To (MM/YYYY):	Supervisor & Title:	
4. Employer:	Position(s) held:	
City/Province:	Reason for Leaving:	
From (MM/YYYY): To (MM/YYYY):	Supervisor & Title:	

Educational History:

Please list all post-secondary institutions you have attended. List chronologically from the most recent

Name of Institution	Dates Attended (MM/YYYY to MM/YYYY)	Degree	Discipline (Major / Minor)

Please describe your experience working with children or youth in a formal position or as a volunteer.

Professional Employment References:

Please provide at least three professional references that have observed your teaching, and can comment on your professional capability and personal qualifications. One should be your most recent Principal or supervising Administrator.

Name	Title / Position	Telephone	Email

Applicant’s Declaration

PLEASE READ CAREFULLY BEFORE SUBMITTING

I declare that all of the information I have provided in this application form and in my resume and any other supporting documents is complete and true in every respect. I understand that if any of this information is found to be untrue or incomplete, or if I fail to respond completely and truthfully to any questions asked, my application may be rejected, or in the event that my application is successful, my employment will constitute sufficient grounds for dismissal.

As a condition of application and possible employment, I hereby authorize School District No. 54(Bulkley Valley) to contact any references, past or present employers named in this application form, or in my resume and any other supporting documents, for the purposes of (1) verifying my qualifications and the other information in these documents, (2) assessing my past work performance, and (3) determining my suitability for employment.

I understand that all references will be received in confidence by the School District No. 54 (Bulkley Valley) and will not be released to me without the referees’ consent.

Applicant Signature

Date