



School District 19  
(Revelstoke)

# SCHOOL DISTRICT NO. 19 (REVELSTOKE)

## APPLICATION FORM Non-Teaching Staff

### Instructions:

Please complete all sections as thoroughly and accurately as possible.

### Position information:

I am applying for: \_\_\_\_\_ Posting Number: \_\_\_\_\_  
(if applicable)

Date of Application: \_\_\_\_\_

### Personal information:

Last name: \_\_\_\_\_ Given names: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Residential address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Other: \_\_\_\_\_

		YES	NO
1.	Can you legally work in this country?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you ever been charged with or convicted of a criminal offence? If so what?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you ever been dismissed, suspended, or disqualified from employment, or as a member of any profession or other organization?	<input type="checkbox"/>	<input type="checkbox"/>
4.	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?	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** If you answered yes to questions, 2 or 4, please provide details by attaching additional information to this application. Include at least one authority (name, position, and telephone number) with whom we may discuss matters and confirm details.

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

## SCHOOL DISTRICT NO. 19 (REVELSTOKE)

### Education and Training:

(Attach copies of transcripts)

Circle high school grade completed      10    11    12

Name and location of last high school attended \_\_\_\_\_

What high school program (academic, technical, etc.) did you follow? \_\_\_\_\_

**Name of University/College:** \_\_\_\_\_

Location: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_

Area of study/course: \_\_\_\_\_

Diploma/degree/certificates: \_\_\_\_\_

**Business, Technical, Night School:** \_\_\_\_\_

Location: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_

Area of study/course: \_\_\_\_\_

Diploma/degree/certificates: \_\_\_\_\_

### Professional or other memberships:

List any active memberships or registrations in a professional or career-related organization or society.

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

### Work History:

Beginning with your most recent experience, please describe your work history. In the area for duties and skills, please describe the major duties and skills acquired/used as they relate to the position you are applying for now. Attach additional pages if required or a full and complete resume, which details information requested.

**Employer & Location:** \_\_\_\_\_

\_\_\_\_\_  
Duties & Skills: \_\_\_\_\_

\_\_\_\_\_

**SCHOOL DISTRICT NO. 19 (REVELSTOKE)**

Dates: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_

**Employer & Location:** \_\_\_\_\_

Duties & Skills: \_\_\_\_\_

Dates: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_

**Employer & Location:** \_\_\_\_\_

Duties & Skills: \_\_\_\_\_

Dates: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_

**Volunteer and other related activities: (please list)**

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

## SCHOOL DISTRICT NO. 19 (REVELSTOKE)

### Employment References:

You may wish to provide further employment references in addition to the supervisors listed above. If any reference has known you by a previous name, please specify:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

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### Driver's License:

Class of License: \_\_\_\_\_

Any Restrictions: \_\_\_\_\_

**This application is not valid unless signed by the applicant.**

The personal information on this form is collected by School District No. 19 (Revelstoke) under the authority of the School Act, Section 15 (1). The information will be solely for the purpose of recruitment and selection of staff and will be protected under the Freedom of Information and protection of Privacy Act.

If you are offered employment, you will be required to have a criminal record check done; and to provide fingerprints, if requested, to verify a criminal record.

***I hereby authorize School District No. 19 (Revelstoke) to contact references not included on this application including my current and former employers.***

***I declare that all of the information I have provided in this application for employment, and in any other documentation which accompanies this application, is complete and true in every respect. I understand that failure to completely and truthfully answer the questions asked may result in my application not being considered or dismissal if discovered after receiving employment with the District.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_