

**School District No. 59 (Peace River South)**  
**GENERAL APPLICATION FOR EMPLOYMENT**

*Teachers and substitute applicants must also complete the appropriate supplement.*

Personnel Department  
 11600-7th Street  
 Dawson Creek, BC V1G 4R8  
 Phone: (250) 782-8571  
 Fax: (250) 782-3204  
 Web Site: <http://www.sd59.bc.ca>

**PERSONAL DATA**

*Please answer all questions carefully in ink in your own handwriting. Print name and address.*

**DATE OF APPLICATION** \_\_\_ / \_\_\_ / \_\_\_  
 D M Y

NAMES \_\_\_\_\_ PHONE (H) \_\_\_\_\_  
 LAST FIRST MIDDLE PHONE (W) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE \_\_\_\_\_

Have you ever been employed by School District #59 Yes   
 No

Are you legally entitled to work in Canada Yes   
 No

Type of work desired \_\_\_\_\_ Preferred job location \_\_\_\_\_

**EDUCATION & TRAINING**

**Submit copies of any of the following certificates**

	NAME OF SCHOOL OR UNIVERSITY	YEARS ATTENDED FROM TO	SUBJECT SPECIALTY IF APPLICABLE	LAST GRADE COMPLETED
Secondary				
Business School				
Technical School				
University				
Post-Grad				
Teacher Training				
Other				

What language other than English do you: speak? \_\_\_\_\_ write? \_\_\_\_\_ read? \_\_\_\_\_

List special certificates and licenses (*including driver's license*); memberships in professional or technical associations; relevant special interests and activities.

**CLERICAL APPLICANTS ONLY**

Are you trained in the following skills? (*Circle response*)

Typing No Yes \_\_\_\_\_ Words per minute  
 Shorthand No Yes \_\_\_\_\_ Words per minute  
 Word Processing No Yes \_\_\_\_\_ Words per minute

Type of Equipment: \_\_\_\_\_

When can you start work?

**PLEASE NOTE**

*All applicants not currently employed by School District No. 59 (Peace River South) are advised that prior to confirmation of employment, the prospective employee must successfully complete a criminal record search.*

**EMPLOYMENT HISTORY**

Please give most recent employer first. Include summer and part-time work. Indicate if employed under another name.

Employed FROM \_\_\_\_\_ TO \_\_\_\_\_ Full Time   
Part Time   
Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Position Occupied and Description of Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
Name of Reference Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Employed FROM \_\_\_\_\_ TO \_\_\_\_\_ Full Time   
Part Time   
Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Position Occupied and Description of Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
Name of Reference Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Employed FROM \_\_\_\_\_ TO \_\_\_\_\_ Full Time   
Part Time   
Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Position Occupied and Description of Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
Name of Reference Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Employed FROM \_\_\_\_\_ TO \_\_\_\_\_ Full Time   
Part Time   
Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Position Occupied and Description of Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
Name of Reference Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

I authorize School District No. 59 to contact previous/present employers for reference information.

\_\_\_\_\_  
Applicant Signature

**QUESTIONS**

- 1. Have you ever been convicted of an offence under the Criminal Code of Canada, or under any other Canadian legislation, or the law of any Province or other country, that might be related to your employment with School District No. 59? Yes  No

*Note: A criminal charge or conviction will not automatically exclude you from employment opportunities. The requirements of the position applied for and the circumstances related to the charge or conviction will be considered.*

- 2. In particular, have you ever been convicted of an offence relating to assault or to children? Yes  No
- 3. Have you ever served in any police or armed force? Yes  No
- 4. Have you ever been dismissed, suspended, or disqualified as a member of any profession, force or other organization? Yes  No
- 5. Are you willing to take pre-employment skills, aptitude, attitude or value surveys? Yes  No
- 6. Have you ever had an accident related to your employment? Yes  No
- 7. Do you know of any reason why you should not be employed in any capacity in which you work with or will be in contact with children? Yes  No
- 8. Do you have any physical or mental disability that we may accommodate? Yes  No
- 9. If offered a position are you willing to be tested for any communicable disease? Yes  No

NOTE: (a) If any questions 1, 2, 4, 7 are "Yes", please provide details on the last page of application. Include a least one authority (name, position and telephone number) with whom we may discuss matters and confirm details. (b) A criminal record search may be undertaken by School District No. 59.

**REFERENCES**

List two (2) references with address (preferably work related). References should not be related to you.

Name or Reference: \_\_\_\_\_ Position: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name or Reference: \_\_\_\_\_ Position: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL INFORMATION

Please use this space to elaborate on any aspect of your application or attach a personal resume.

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I have read and answered this application carefully. The information given herein is correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

