



School District No.59 (Peace River South)

11600-7th Street,
Dawson Creek, B.C. V1G 4R8
Phone: (250) 782-8571
Fax: (250) 782-3204
www.sd59.bc.ca

SUBSTITUTE SUPPORT STAFF APPLICATION SUPPLEMENT

PERSONAL INFORMATION

First Name: _____ Last Name: _____

Mailing Address: _____
(Street/Box #/RR #, City, Province, Postal Code)

Home Telephone Number: _____ Cell Number: _____
(Note: the first number noted will be the first number called.)

Birthdate: _____ Social Insurance Number: _____

EDUCATION

(Type of certificate held - please attach photocopies.)

*****Form will not be processed if copy of grade 12 certificate is not attached.*****

Public education (grade 12 required) _____ Highest grade completed _____

University _____ University degree _____

Typing _____ Verified typing speed _____

GENERAL EXPECTATIONS REGARDING CONDUCT

All substitutes are expected to conduct themselves in the same professional and ethical manner as would be expected of the regular employee. All matters of confidentiality must be respected. As employees of School District No. 59 (Peace River South), substitutes are expected not to discuss students, staff members, or any educational or internal matters of a confidential nature outside of the workplace.

I have read and understood the above expectations.

Applicant Signature

Date

See over...

SCHEDULE INFORMATION

The information you indicate in this section will be permanent. To make adjustments to this schedule, please call the support payroll clerk at 250-782-8571. Note: if returning from any sort of leave, please contact the support payroll clerk to confirm your reactivation. Thank you.

Check the days and times you are regularly **UNAVAILABLE** to work:

(am) Monday____ Tuesday____ Wednesday____ Thursday____ Friday____
(pm) Monday____ Tuesday____ Wednesday____ Thursday____ Friday____

Please note, it is the substitute’s responsibility to log in any periods of unavailability in advance of any vacancy.

Please indicate which schools you will substitute in:

Dawson Creek and Area

Canalta Elementary (01) _____ DCSS (Central Campus) (02) _____ Crescent Park Elementary (03) _____
École Frank Ross Elementary (05) _____ DCSS (South Peace Campus) (08) _____ Tremblay Elementary (09) _____
Pouce Coupe Elementary (10) _____ Devereaux Elementary (14) _____ McLeod Elementary (19) _____
Parkland Elementary (24) _____ Peace View School (32) _____ South Peace Elementary (25) _____
Resource Centre (34) _____

Chetwynd and Area

Chetwynd Secondary (11) _____ Don Titus Montessori (13) _____ École Windrem Elementary (12) _____
Little Prairie Elementary (31) _____ Moberly Lake Elementary (18) _____

Tumbler Ridge

Tumbler Ridge Elementary (29) _____ Tumbler Ridge Secondary (27) _____

Please indicate areas which you will substitute in:

Clerical (60 wpm) _____
Library (50 wpm) _____
Special Ed Support I _____
Special Ed Support II (Multiple Needs) _____

Applicant Signature

Date

TO BE COMPLETED BY SCHOOL DISTRICT NO. 59 (PRS)

Approved by: _____ Date _____
Brittany Faulkner, Director of Human Resources