



# School District No.59 (Peace River South)

11600-7<sup>th</sup> 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)\_\_\_\_ 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)\_\_\_\_  
Education Assistant\_\_\_\_  
Education Assistant: Significant Needs\_\_\_\_

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

\_\_\_\_\_  
Date

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

Approved by: \_\_\_\_\_  
Brittany Faulkner, Director of Human Resources

Date \_\_\_\_\_