



## APPLICATION FORM – SUPPORT STAFF

P.O. Box 250 • 37866 Second Avenue • Squamish, B.C. • V8B 0A2  
 Tel (604) 892-5228 • Fax (604) 892-1038 • email: employment@sd48.bc.ca  
 ♦ Squamish ♦ Whistler ♦ Pemberton

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Competition/Position Applied For: \_\_\_\_\_

<b>EDUCATION</b>			
	Name of School	Diploma/Degree Received	Year Graduated
Secondary School			
Post Secondary			
Other			

<b>EMPLOYMENT HISTORY</b>			
Employer Name:		Position Occupied:	
Dates of Employment:		Reason for Leaving:	
Name of Supervisor & Title:			Telephone No.
Responsibilities:			
Employer Name:		Position Occupied:	
Dates of Employment:		Reason for Leaving:	
Name of Supervisor & Title:			Telephone No.
Responsibilities:			
Employer Name:		Position Occupied:	
Dates of Employment:		Reason for Leaving:	
Name of Supervisor & Title:			Telephone No.
Responsibilities:			

**SPECIAL SKILLS & TRAINING:** (e.g. computer software occupational first aid certificate other languages etc.)

**REFERENCES:** Note: Your references may be checked during the screening of applications prior to the interview stage. Reference checks will be initiated prior to the offer of any position.

Name	Title	Relationship	Telephone No.

**PERSONAL/GENERAL INFORMATION (✓)**

		YES	NO
1.	a) Have you ever been convicted or charged under any Federal enactment or do you have any outstanding criminal charges pending? b) Have you ever received a conditional or absolute discharge or pardon in connection with a criminal offence? <b>Note:</b> A criminal charge or conviction will not automatically exclude you from employment opportunities. The circumstances related to the charge or conviction will be considered.		
2.	a) Have you ever been dismissed, suspended, or disciplined by any school board? b) Have you ever received a less than satisfactory performance evaluation? c) Have you ever been disciplined, discharged, asked to resign or agreed to resign from a prior position after a complaint has been received against you, or your conduct was under investigation or review? d) Are you now being investigated by your current or previous employer or other organization for any alleged misconduct or inadequacy relating to employment, or volunteer activities with children? e) Have you ever resigned from a position while charges against you or an investigation of your behaviour was pending? f) Have you ever been involuntarily dismissed from employment, not had your contract renewed or have you ever resigned from any employment at the request of your employer or in lieu of being disciplined or dismissed? The existence of any settlement must be disclosed.		
3.	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?		
4.	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? <b>Note:</b> A limitation does not necessarily preclude an offer of employment.		
5.	Do you have any visa or immigration restrictions, which could prevent lawful employment?		
If you have answered YES to any of the previous questions, please provide a detailed explanation, place in an envelope marked CONFIDENTIAL, and include with this application.			

**PLEASE READ CAREFULLY APPLICANT'S DECLARATION AND AGREEMENT**

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. Furthermore, I understand that if there is any failure to respond completely and truthfully to all questions asked, or any deliberate misrepresentation of information provided by me, or any failure to disclose a criminal record, that upon discovery by the Board of any such falsehoods, this will constitute sufficient grounds for my dismissal.

I hereby authorize School District No. 48 (Sea to Sky) to conduct a personal investigation in connection with my application for employment. I give permission to School District No. 48 (Sea to Sky) as a condition of employment to contact any references, or any past or present employers named in this application. I understand that confidential reference reports and personal information which become part of this application will be regarded as confidential. I understand that any information given to the School Board by a referee will be kept confidential pursuant to the provincial Freedom of Information and Privacy Act and shall not be revealed to me.

I understand that as a condition of employment, I will be required to authorize a Criminal Records Review and the results must be satisfactory to the School District.

\_\_\_\_\_ (Signature of Applicant) \_\_\_\_\_ (Date)

Please attach additional pages if there is any aspect of your application on which you want to elaborate.

Please note that only those applicants selected for interviews will be contacted. Applications are kept for six (6) months from the time of receipt. If you have additional information relevant to your applications, please submit and we will update your file.