

# VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

Box 100, #2 Highway 28, Gold River, BC V0P 1G0

Telephone: 250-283-2241 Fax: 250-283-7352

[www.sd84.bc.ca](http://www.sd84.bc.ca)

## APPLICATION FORM - SUPPORT STAFF

POSITION APPLYING FOR: \_\_\_\_\_

POSTING NUMBER: \_\_\_\_\_

Applications for employment must be submitted on the following form. To ensure timely consideration, applications must include all documents and enclosures as follows:

- (1) Application form.
- (2) Resume.
- (3) Three references to include Supervisor/Manager capacity who have supervised and/or observed you working. Work and home numbers should be listed.

*Please complete all information requested on the application, even though it may be duplicated on your resume. The law prohibits discrimination in employment practices because of race, colour, ancestry, place of origin, political belief, religion, marital or family status, physical or mental disability, sex, sexual orientation, age, or conviction of a criminal or summary offence that is unrelated to employment.*

*It is the District's practice to review each application. Please note that only those applicants selected for interviews will be contacted by telephone. Shortlisted applications are kept on file for one year. All other applications are kept for six (6) months from time of receipt. If you have additional information relevant to your application, please submit and we will update your file.*

*In the event you are hired to work for School District 84 please sign this declaration indicating your permission to have your name and address and phone number published in our Staff Directory and that this confidential information is for School District 84 us only.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NAME:** \_\_\_\_\_  
*Surname* *First* *Middle*

**ADDRESS:** \_\_\_\_\_  
*Street* *City* *Province* *Postal Code*

**TELEPHONE:** \_\_\_\_\_ **or** \_\_\_\_\_ **Email:** \_\_\_\_\_

**IN CASE OF EMERGENCY** (*accident, illness*): \_\_\_\_\_

**HAVE YOU PREVIOUSLY APPLIED TO VANCOUVER ISLAND WEST SCHOOL DISTRICT 84?**

Yes  No  If yes, when? \_\_\_\_\_

**HAVE YOU PREVIOUSLY BEEN EMPLOYED BY VANCOUVER ISLAND WEST SCHOOL DISTRICT 84?**

Yes  No  If yes, when? \_\_\_\_\_ Position \_\_\_\_\_

**WHAT PROMPTED YOU TO APPLY TO THIS POSITION?**

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**SPECIAL ACCOMPLISHMENTS YOU WISH TO BRING TO THE ATTENTION OF THE DISTRICT:**

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**WORK EXPERIENCE:** Please list in reverse chronological order beginning with the most recent; include prior School District 84 experience.

Dates (from.....to)	Employer	Type of Work

**EDUCATION:** Please list all secondary schools, colleges or universities attended. List in reverse chronological order beginning with the most recent. NOTE: Your most recent transcript (photocopy acceptable) for each institution may be requested.

Dates y/m/d to y/m/d	Name of Institution City, Province	Degree/Diploma	Other - Describe

<b>PERSONAL/GENERAL INFORMATION(✓)</b>	<b>YES</b>	<b>NO</b>
<i>Have you ever been convicted or charged under any Federal enactment or do you have any outstanding criminal charges pending? A conviction does not necessarily preclude an offer of employment.</i>		
<i>Have you ever been suspended, disqualified, censured, discharged or had disciplinary action instituted against you in an employment capacity?</i>		
<i>Have you ever received a conditional or absolute discharge or pardon?</i>		
<i>Have you been denied or had revoked any licence or permit, the procurement of which required proof of good moral character?</i>		
<i>Are you currently on a leave of absence from your present employment?</i>		
<i>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?</i>		
<i>Have you ever had an accident or injury during the course of your employment?</i>		
<i>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? A limitation does not necessarily preclude an offer of employment.</i>		
<i>Do you have any visa or immigration restrictions which could prevent lawful employment?</i>		
<i>Have you ever received a less than satisfactory performance evaluation?</i>		

***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.***

**LIST ANY ADDITIONAL JOB RELATED SKILLS, EXPERIENCES, TRAINING, VOLUNTEER WORK, HOBBIES AND QUALIFICATIONS THAT WOULD SUPPORT YOUR APPLICATION:**


**REFERENCES** – Supervisors, Managers or other professionals in a supervisory/administrative capacity who have observed you at work. Current work and home telephone numbers must be listed.

Name	Name of Company or Office	Position	Telephone

*I authorize Vancouver Island West School District 84 to contact the persons or organizations listed below for the purpose of obtaining reference information, including information contained in my personnel file. In addition, I authorize the School District to contact any other references, school or faculty associates, or prior/present employers named in this application.*

*I understand that any evaluative or opinionative material obtained from the person or organizations listed above need not be disclosed to me when the disclosure would reveal the identity of the sources of such information, which I agree is confidential.*

Do you want us to contact you before speaking to your Supervisor?      Yes       No

*If this is an electronic submission, my signature is considered to be attached in the e-transmission of this form.*

**Signature of Applicant** \_\_\_\_\_

**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.*

*As a condition of employment, I give permission to Vancouver Island West School District 84 to contact any references, school or faculty associates, or any past or present employers named in this application. I further understand that confidential professional reference reports given to the School Board will not be released to me without the consent of the referee. If requested and at my cost, I will provide the School District with a completed Criminal Record Search, which must be reviewed and affirmed acceptable to the District prior to any offer of employment..*

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

\_\_\_\_\_  
(Date)