Return all items to: Education Staffing Department
The Board of Education of School District No. 34 (Abbotsford)
2790 Tims Street, Abbotsford, B.C. V2T 4M7
Telephone: (604) 859 - 4891    Fax: (604) 852 – 8587
Or email to: hr@sd34.bc.ca

All applications are kept on file for one year unless we receive a written request to keep materials on file for consideration of the following school year.

ESSENTIAL ITEMS

Please assemble your application package in the order shown below. Without all of the following materials your application may not be processed:

1. Completed Teacher and Teacher-On-Call Application For Employment (on top)
2. Cover Letter
3. A resume of qualifications and experience
4. Copies of teacher evaluation or practicum evaluation reports
5. Letters of reference
6. Copies of your University transcripts to date (Photocopies are acceptable)
7. A copy of your current teacher certificate
8. A copy of your Teacher Qualification Service Card (B.C. residents only)

Note: Student Teachers will be required to forward copies of TQS, Teaching Certificate, Final Reports and Final Transcripts when available.

Please Note: The interest of all applicants is appreciated; however, acknowledgements will only be made to those selected for an interview.
TEACHER-ON-CALL EMPLOYMENT APPLICATION

SECTION A: PERSONAL INFORMATION

Date of Application: __________________________ Date Available For Work: __________________________

Mr. , Dr. , Mrs. , Miss. , Ms.

Last Name: __________________________ First Name: __________________________ Middle: __________________________

Present Address: __________________________________________ City: __________________________

Postal Code: _______ Province: ________________ Telephone Number (area code) __________________________

Email Address: __________________________

Permanent Address (if different from above): __________________________________________ City: __________________________

Postal Code: ________________ Province: _______ Cell Phone Number: __________________________

☐ Canadian Citizen  ☐ Landed Immigrant  ☐ Work Visa  ☐ Other: __________________________

ADDITIONAL INFORMATION:
1) In accordance with School District No. 34 (Abbotsford) policy, please provide the following information if you have a direct relative* or share the same household with an individual employed at this school district who may be in a supervisory role to the position(s) you have applied for.

*Parent, spouse, brother or sister, son or daughter, aunt or uncle, son/daughter-in-law, brother/sister-in-law.

Name __________________________

Position held at this school district: __________________________

2) Are you currently or have you ever been employed with School District No. 34 (Abbotsford) in the capacity of:

☐ Student  ☐ Support Staff / Teacher’s Assistant  ☐ Teacher/Teacher-On-Call

SECTION B: SUMMARY OF QUALIFICATIONS.

• TEACHER CERTIFICATION:  ☐ B.C.  ☐ B.C. (In process)  ☐ Other Province/Country Specify: ________________

• IF YOU ARE CURRENTLY IN A PRACTICUM, PLEASE SPECIFIC YOUR COMPLETION DATE: ________________

• PRACTICUM GRADE LEVELS:  ☐ K - 3  ☐ 4 - 5  ☐ 6 - 8  ☐ 9 – 12

• TEACHING POSITION(S) APPLIED FOR:  ☐ Full Time  ☐ Part Time  ☐ Teacher-On-Call

• CONCENTRATION(S) __________________________ MAJOR(S) __________________________ MINOR(S) __________________________

• EDUCATION (FORMAL) SUMMARY:  (Secondary teachers only - List 3rd, 4th and 5th year course information only)

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>MINOR</th>
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<tbody>
<tr>
<td>COURSE NAME</td>
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FOR DISTRICT USE ONLY

Reader: __________________________ Comments: __________________________

District Coding:  1  2  3  4  5 __________________________

Approved For Teacher On Call List:  ☐ Yes  Initials: _______ Date: _______ / _______ / _______  ☐ No

Year  Month  Day
SECTION C: REFERENCES

Give three referees who have observed you teach (preferably last Superintendent/Director/Principal/Administrator/ Sponsor Teacher or Faculty Advisor for Student Teachers) that we may contact:

Name: __________________________________ Title: ______________________ Work Phone No.: ________________

School Name: _____________________________ Home Phone No.: ________________
(Where your experience or practicum took place)

Name: __________________________________ Title: ______________________ Work Phone No.: ________________

School Name: _____________________________ Home Phone No.: ________________
(Where your experience or practicum took place)

Name: __________________________________ Title: ______________________ Work Phone No.: ________________

School Name: _____________________________ Home Phone No.: ________________
(Where your experience or practicum took place)

SECTION D: QUESTIONS

1. Do you give permission for us to make contact with past administrators/referees included in your application/resume package? □ Yes □ No

2. Have you ever been given an absolute or conditional discharge or pardon on a criminal offence? □ Yes □ No

3. Have you ever pleaded guilty or been convicted or charged under any Federal or Provincial enactment or do you have any outstanding criminal charges pending? (Note: A 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.) □ Yes □ No

4. Have you ever been investigated under any Federal or Provincial enactment (law)? □ Yes □ No

5. Have you ever been dismissed, suspended, disciplined or censured by any governing bodies, school board and/or B.C. College of Teachers or are you now being investigated by your current or any previous employer, or by the B.C. College of Teachers or other organization for any alleged misconduct or inadequacy relating to your certification, employment or volunteer activities with children? □ Yes □ No

6. Have you ever been suspended or 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. □ Yes □ No

7. Have you ever received a less than satisfactory on a Teacher Evaluation or Practicum Evaluation Report? □ Yes □ No

8. 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? □ Yes □ No

These questions are required to determine the applicants suitability for bona fide occupational requirements.

NOTE: If you answered “YES” to questions 2-8, please provide particulars on a separate sheet and place in a sealed envelope marked “Confidential” and attach it to the application form. A “YES” response to question 3 requires particulars related to the conviction, including the date and place of the conviction, the offence for which you are convicted and the sentence imposed. Include at least one authority (name, position and telephone number) with whom we may discuss matters and confirm details. This material will be handled in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and other relevant legislation. A criminal record review will be required by the school district.
SECTION E: EDUCATION

EDUCATION DEGREE/TEACHING DIPLOMA OBTAINED  □ Certificate Pending  Date Applied:_______

<table>
<thead>
<tr>
<th>Name Of Universities</th>
<th>From</th>
<th>To</th>
<th>Last Level Completed:</th>
<th>Indicate Whether Major or Minor</th>
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<td>Indicate Degree/Diploma</td>
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OTHER UNIVERSITIES/COLLEGES/VOCATIONAL INSTITUTIONS ATTENDED: (Examples: Journeyman/Trade/ Commercial)

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<tr>
<th>Name Of Institution</th>
<th>From</th>
<th>To</th>
<th>Indicate Degree/Diploma/Certificate</th>
<th>Indicate Whether Major or Minor</th>
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• Written and spoken languages other than English - please specify:__________________________________________________
• Special Training/Interests and/or Extra Curricular Expertise: (Examples E.S.L./Fine Arts/Coaching/Computers/Music)

SECTION F: SUMMARY OF TEACHING EXPERIENCE

• It is mandatory for the processing of your application that you complete all areas of this section.
• Student Teachers include practicums. Indicate "Student Teacher" in the column marked Position Held.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SCHOOL NAME/DISTRICT Address/City/Prov</th>
<th>POSITION HELD</th>
<th>GRADES</th>
<th>SUBJECTS</th>
<th>FTE</th>
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Summary Of Teaching Experience In Years

B.C: ________ Other Provinces: ________ U.S.A.: ________ Other Country: ________ Total years of experience:__________

I hereby certify that the answers given by me in this application are true and complete. I understand that if I am hired, any false information in statements given or in information knowingly withheld on the application form or during interviews may be considered cause for dismissal. All applicants are advised they are required to sign a consent for a criminal record search to permit a criminal record review. Proof of Certification, Teacher Qualification Service card and Verification of Teaching Experience must be submitted immediately upon appointment to a teaching position. Salaries are set in accordance with the terms of the current Collective Agreement and are subject to T.Q.S. and teaching experience verification.

____________________________________________
Signature of applicant  __________ ________ ________
Year        Month        Day