



## EMPLOYMENT APPLICATION INFORMATION

### TEACHERS and TEACHERS-TEACHING-ON-CALL

School District #36 (Surrey) is now accepting application from qualified teachers who wish to be considered for employment as Teachers-Teaching-On-Call.

Application for employment as Teachers-Teaching-On-Call must be submitted on the following form. Applications must include all documents and enclosures as follows:

#### ENCLOSURES

Please include the following documents in the order listed

1. Application form for Teachers and Teachers-Teaching-On-Call employment.
  2. Resume and covering letter.
  3. If you are an experienced teacher, a copy of a current (ie. no older than two years) Teaching Report (not reference letters) is preferred.
  4. Three professional references: Faculty Associates, School Associate(s), and Administrative Officers, or other professionals in a supervisory/administrative capacity **who have observed you teaching**. **Phone numbers and email addresses must be listed.**
  5. If you are a beginning teacher, please provide copies of your final Practicum Reports (School/Faculty Associates) – no older than two years (*new graduates who have not yet received these can provide at a later date*).
  6. Photocopy of your BC Teacher Certification. \*
  7. Photocopy of your Teacher Qualification Service (TQS) card. \*
- \* If not yet available, please don't send until requested by HR.**

**NOTE 1:** If your name has changed from what you have indicated on any documentation you have attached, a photocopy of a change of name verification (ie. marriage certificate) must be provided.

**NOTE 2:** All successful applicants must agree to undergo a district required criminal record check. This is in addition to the criminal record check required by the BC Teacher Regulation Branch. Costs incurred are paid by the applicant.

Provincial human rights legislation prohibits discrimination in employment practices because of age, sex, race, national or ethnic origin, religion, marital status, family status, sexual orientation, disability, or conviction of an offence for which a pardon has been granted.

Applications **will not** be accepted unless items 1-4 (noted above) are submitted at time of application. **Faxed or emailed applications will not be accepted.**  
**Only those applicants shortlisted for an interview will be contacted.**

ELEMENTARY - Grade: \_\_\_\_\_

SECONDARY - Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

## Application for Teachers and Teachers Teaching-On-Call

School District #36 (Surrey) 14033-92<sup>nd</sup> Avenue, Surrey, BC V3V 0B7 Phone: 604-595-6150 Fax: 604-595-6136

### GENERAL INFORMATION – PLEASE PRINT CLEARLY

Last Name:		First Name:		Middle Name:	Name Preferred:
Preferred Phone Number:		Alternate Phone Number:		Email Address:	
Present Address:	Street	City	Province	Postal Code	
New to the Province?	Relocated from?	City	Province	Postal Code	

1.	Current TQS category: _____	Date obtained: _____		
2.	Are you legally entitled to work in Canada?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Current Valid BC Teacher's Certification?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Do you speak a second language? If yes, please specify: _____ Fluency: written <input type="checkbox"/> spoken <input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Do you have additional qualifications ie: Music, Tech Ed, Special Ed? If yes, please specify: _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Have you ever been convicted of a criminal offence, or are there any outstanding criminal charges against you? If the answer is yes, please give details on a separate piece of paper, including dates and places of charges and convictions. Place in an envelope marked 'CONFIDENTIAL'.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Have you ever received a conditional or absolute discharge or pardon?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Have you been suspended, disqualified, censured, discharged, or had disciplinary action instituted against you in an employment capacity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Have you been denied or had revoked any license or permit, the procurement of which required proof of good moral character?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Do you know of any reason why you should <b>not</b> be employed in a capacity in which you work with or will be in contact with children? If the answer is yes, please give details on a separate piece of paper and attach related documents. Place in an envelope marked 'CONFIDENTIAL'.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	Do you have any health-related limitations which could affect the manner in which you perform the occupational requirements of the work for which you are applying?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Have you ever received a less than satisfactory on a Teacher Evaluation or Practicum?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

13. When work is available I am willing to work:  
**Check one only**
- Level 1: 120+ days in a school year
- Level 2: 60 to 119 days in a school year
- Level 3: less than 60 days in a school year
14. Month, Day, Year Available \_\_\_\_\_
15. Do you work as a TTOC in another District? Yes No
16. Do you have a contract with another District? Yes No
17. If under contract, can you be released if offered a TTOC position? Yes No

<b>Employment Availability:</b> I am available to work as a TTOC in Surrey on the following days	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>A.M.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>P.M.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If unavailable full time provide explanation:

**TEACHING EXPERIENCE:**  
 Please list in reverse chronological order beginning with the most recent. Include prior School District #36 (Surrey) experience. **Please include ONLY teaching contracts or TTOC positions.**  
 PLEASE NOTE: Experience credit for salary purposes must be verified upon granting of a contract and be in accordance with the current collective agreement between the Board of School Trustees, School District #36 (Surrey), and the Surrey Teachers' Association. (Add page if necessary)

<b>DATES EMPLOYED</b> Y/M/D TO Y/M/D	<b>% TIME</b>	<b>SCHOOL DISTRICT/SCHOOL</b>	<b>GRADE/ POSITION</b>	<b>PRINCIPAL/ SUPERVISOR</b>	<b>REASON FOR LEAVING</b>

**STUDENT TEACHING EXPERIENCE:**  
 Please list in reverse chronological order beginning with the final practicum.

<b>DATES EMPLOYED</b> Y/M/D TO Y/M/D	<b>SCHOOL DISTRICT</b>	<b>SCHOOL</b>	<b>GRADE/ SUBJECT</b>	<b>SPONSOR TEACHER</b>

**EDUCATION:**  
 Please list all colleges or universities attended. List in reverse chronological order beginning with the most recent. PLEASE NOTE: Your most recent transcript (photocopy acceptable) for each institution listed must accompany this application. Final transcripts may be forwarded as available.

<b>DATES ATTENDED</b> Y/M/D TO Y/M/D	<b>NAME OF INSTITUTION CITY, PROVINCE</b>	<b>DEGREE/ DIPLOMA</b>	<b>MAJOR(S)</b>	<b>MINORS</b>

**CERTIFICATE PRESENTLY HELD:**

PROVINCE	TYPE	CERTIFICATE NO.	DATE OBTAINED	
<input type="checkbox"/> Permanent	<input type="checkbox"/> Interim	<input type="checkbox"/> Conditional	<input type="checkbox"/> Pending	<input type="checkbox"/> Uncertified
If pending, expected date of certification: _____				

**TEACHER QUALIFICATION SERVICE (TQS) CATEGORY:**

Please attach a photocopy of your TQS card to this application. If offered employment by School District #36 (Surrey), your actual salary cannot be confirmed without proof of your TQS category.

For TQS information, contact:

Teacher Qualification Service, #106-1525 West 8<sup>th</sup> Avenue, Vancouver, BC V6J 1T5.

Telephone: 604-736-5484.

**PROFESSIONAL REFERENCES:**

Faculty Associates, School Associates, Administrative Officers or other professionals in a supervisory/administrative capacity **who have observed you teaching**. Current work, home telephone numbers, and **email address must be listed**.

NAME	LOCATION/ SCHOOL	EMAIL ADDRESS	WORK #	HOME #	POSITION

**APPLICANT'S DECLARATION AND AGREEMENT: (Please read carefully)**

I declare that all of the information I have provided in this application for employment and in any other documents which accompany this application is complete and true in every respect and I understand that any failure to completely and truthfully answer the questions asked of me, when discovered, will constitute sufficient grounds for my dismissal.

I hereby authorize School District #36 (Surrey) to conduct a personal investigation inclusive of a Criminal Records Search in connection with my application for employment. I give permission for School District #36 (Surrey) to contact any reference or prior employers. I understand that confidential reference reports and personal information which become part of this application will be regarded as confidential and shall not be revealed to me.

Signature of Applicant:

Name:

Date:

**Only those applicants shortlisted for an interview will be contacted.**