

## APPLICATION FOR EMPLOYMENT CUSTODIAL/MAINTENANCE/SUPPORT

Thank you for your interest in Edmonton Public Schools. To assist us in reviewing your application, please complete all sections of the application form. Your application will only be processed once all required information has been supplied.

### EMPLOYMENT PREFERENCES

**A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH STAFF GROUP FOR WHICH YOU APPLY.**

<input type="checkbox"/> <b>CUSTODIAL</b>	<input type="checkbox"/> <b>MAINTENANCE</b>	<input type="checkbox"/> <b>SUPPORT</b>
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Full-time       Part-time

Are you able to travel to different sites throughout the City of Edmonton?       Yes       No

Preferred Areas:    Central    Millwoods    NE    NW    SE    SW    West

**Custodial applicants only:**

I am available for:       Day shift       Afternoon shift       Either shift

I am available for weekend work:       Yes       No

### PERSONAL DATA

Dr.    Miss    Ms.    Mrs.    Mr.

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Preferred Name: *(If different from Given Name)* \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Current Phone Number: Home (    ) \_\_\_\_\_ Business (    ) \_\_\_\_\_ Cell (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you legally entitled to work in Canada?    Yes    No

### PREVIOUS APPLICATION

Have you previously applied to Edmonton Public Schools?

Yes    No

If yes, when and under what name?

Year(s): \_\_\_\_\_

Name(s): \_\_\_\_\_

Were you interviewed?    Yes    No

### PREVIOUS EPS EMPLOYMENT

Have you had previous employment with Edmonton Public Schools?       Yes    No

If yes, when and under what name?

Year(s): \_\_\_\_\_

Name(s) \_\_\_\_\_

Separation date: \_\_\_\_\_

***Edmonton Public Schools is committed to excellence and hires based on merit. We value diversity and welcome applications from all qualified individuals.***

## EDUCATION/TRAINING

Highest Grade completed: \_\_\_\_\_

### Additional Education:

INSTITUTION	PROGRAM	DIPLOMA or CERTIFICATE #	DATE

## LANGUAGE PROFICIENCY

Please indicate level of proficiency: Beginner, Intermediate, Advanced, or Superior (see Descriptors of Language Proficiency)

	OTHER LANGUAGE(S) <i>(Please specify)</i>		
	ENGLISH	FRENCH	
<b>Reading</b>			
<b>Writing</b>			
<b>Speaking</b>			
<b>Understanding</b>			

## VOLUNTEER EXPERIENCE

The space below is for your convenience in providing additional information related to volunteer work with students which might be important in the consideration of your application for employment with Edmonton Public Schools.

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## REFERENCES

Please provide the names of two individuals who can provide work-related references. Applicants who have recently received a certificate or diploma may use the name of practicum supervisors.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Organization: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Organization: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

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## PREVIOUS EXPERIENCE

List positions you have held beginning with the most recent position.

Position Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we approach this employer for a reference?  Yes  No

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Position Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we approach this employer for a reference?  Yes  No

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Position Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we approach this employer for a reference?  Yes  No

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## DOCUMENTATION CHECKLISTS

Please indicate with a check mark (✓) those items included with your application.

### APPLICANT DOCUMENTATION

### REQUIRED DOCUMENTATION UPON OFFER OF EMPLOYMENT

*In order for your application to be considered, you must include the items listed.*

- Completed application form and/or resumé
- Copies of practicum reports (*where applicable*)
- Qualifications Checklist form
- Mandatory Records Check and Disclosure form
- Two letters of reference
- Relevant certificates (*photocopies*)

- Social Insurance Card
- Birth Certificate
- Police Information Check  
(details provided by Edmonton Public Schools)

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## DECLARATION OF APPLICANT

### **As indicated by my signature below, I declare the following:**

The information given in this application is correct, without material omissions of any kind. I understand that failure to accurately and fully complete my application in its entirety may disqualify me from consideration for employment or may be cause for dismissal if information provided is found to be untrue or misleading.

I freely and voluntarily consent to having my application reviewed by participants involved in determining my suitability, eligibility, or qualifications for employment with Edmonton Public Schools.

I give the Edmonton School District No. 7 permission to contact my listed references for the purpose of obtaining job related reference information including educational history, employment history, work performance and attendance records.

I authorize these people to disclose this information and this constitutes my consent to this release, including my consent pursuant to the *Freedom of Information and Protection of Privacy Act*.

I understand that confidential reference reports provided to Edmonton Public Schools in connection with my application for employment will not be made available to me.

\_\_\_\_\_

Last Name (please print)

\_\_\_\_\_

First Name (please print)

Signature: \_\_\_\_\_

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

*Edmonton Public Schools reserves the right to make a thorough investigation regarding any information pertaining to an applicant that it deems relevant to the position sought and will contact persons or organizations provided by an applicant for the purpose of obtaining job-related information including educational history, employment history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for employment with Edmonton Public Schools. Reference checks will be completed in confidence and information gathered will be retained in confidence by Edmonton Public Schools.*