

APPLICATION FOR EMPLOYMENT - TEACHER

Thank you for your interest in Edmonton Public Schools. To assist us in reviewing your application, please complete all sections of the application form.

EMPLOYMENT PREFERENCES

Substitute Teaching
 Full-time
 Part-time
 All

Date Available for Employment: _____

PERSONAL DATA

Dr. Miss Ms. Mrs. Mr. Surname: _____

Given Name: _____ Middle Name: _____

Preferred Name: *(If different from Given Name)* _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: Home () _____ Business () _____ Cell () _____

Alternate Address: _____

Alternate Phone Number: _____ E-Mail Address: _____

Are you legally entitled to work in Canada? Yes No

Are you currently on contract with another School District? Yes No Which district? _____

If yes, may we contact your current employer for references? Yes No

Are you willing to relocate to the Edmonton area for supply or temporary positions? Yes No

EDUCATION

High School and Location: _____

University Education:

INSTITUTION	MAJOR	MINOR	DEGREE	GRADUATION (Month/Year)

Teacher Training Route: Elementary Secondary Special Education Other

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

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: _____

CERTIFICATIONIf you **hold** an Alberta Teaching Certificate, complete the following section: Permanent Professional Certificate # _____ Interim Professional Certificate # _____ Expiry Date: _____ Other (provide details) _____If you **do not hold** an Alberta Teaching Certificate, complete the following section: I have not applied to Alberta Education for teaching certification. I have applied to Alberta Education for teaching certification. I am a student at an Alberta university and certification will be recommended by my dean. I have received notification from Alberta Education that I will be granted a _____ certificate. I currently hold a teaching certificate from the province or country of _____.**PREVIOUS TEACHING EXPERIENCE**If you have teaching experience **other than** as part of a university program, please complete the following section starting with your most recent experience.

FROM		TO		NAME & LOCATION OF SCHOOL DISTRICT	SUBJECTS AND GRADE TAUGHT (indicate if special program)
Month	Year	Month	Year		

Indicate years of teaching experience in the applicable areas:

Special Needs

Years K-3

Years 4-6

Years 7-9

Years 10-12

TOTAL YEARS

If you have **less than one full year** teaching experience, complete the following information regarding your practicum experience(s):

NAME AND ADDRESS OF SCHOOL	INSTRUCTIONAL ASSIGNMENT	SEMESTER/YEAR (e.g. Spring/02)

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	
Reading			
Writing			
Speaking			
Understanding			

ADDITIONAL INFORMATION

Please provide additional information or special circumstances which might be important in the consideration of your application for employment with Edmonton Public Schools.

REFERENCES

Submit copies of three written references as to your teaching proficiency or potential. If you are an experienced teacher, at least one of the three references should be from a supervising professional in the most recent teaching position.

Name: _____ Position: _____

Phone: _____ Organization: _____

Alternate Phone: _____ Relationship to Applicant: _____

Name: _____ Position: _____

Phone: _____ Organization: _____

Alternate Phone: _____ Relationship to Applicant: _____

Name: _____ Position: _____

Phone: _____ Organization: _____

Alternate Phone: _____ Relationship to Applicant: _____

DOCUMENTATION CHECKLISTS

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

APPLICANT DOCUMENTATION

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

- Completed application form
- Copy of all post secondary education transcripts
- Three letters of reference
- Copies of student teaching or teaching reports
- Resumé
- Autobiographical statement
- Assignments Applied For form
- Mandatory Records Checks and Disclosure form

REQUIRED DOCUMENTATION UPON EMPLOYMENT

The following documentation is required upon acceptance of employment. If one or all of these documents are available at the time of your initial application, you are welcome to include them for future reference.

- Valid Alberta Teaching Certificate (*photocopy*)
- Statement of Qualifications (TOS)
- Social Insurance Card (*photocopy*)
- Birth Certificate (*photocopy**)

** The photocopy of your birth certificate must include the name, occupation and signature of an individual certifying that the document is a true copy of your original birth certificate.*

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

APPLICANT 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.