

APPLICATION FOR EMPLOYMENT IN A SUPPORT STAFF POSITION

APPLICATION FORM

- Applicants are asked to submit a completed application/resume, “*Qualifications Checklist*” (reverse side) and the *Mandatory Records Check and Disclosure* form.
- Two appraisals or working references should accompany an application package.
- Receipt of applications will not be acknowledged. Only those individuals who meet screening requirements will be invited for an interview or for testing (where applicable).
- Applications will be retained for the balance of the school year in which they are received, as well as for the following school year. We ask that applicants only submit one application during that period of time.
- If your address or telephone number changes after the original application, please advise Human Resources Consulting of these changes.

QUALIFICATIONS CHECKLIST

- The *Qualifications Checklist* must be completed. Please indicate with a check mark (✓) (those areas in which you are qualified and prepared to work. For Educational Assistants, select a maximum of five (5) under Special Needs Experience.
- Shaded areas are for office use only.

MANDATORY RECORDS CHECK AND DISCLOSURE

- The *Mandatory Records Check and Disclosure* form must be completed and will be reviewed prior to an offer of employment.

INTERVIEWS

- Applicants are selected for interviews on the basis of qualification and district staffing needs.

SPECIAL NEEDS EXPERIENCE

Autism	Assisting students with Autism Spectrum Disorders who have difficulty with social relationships, behaviour and communication. Working one-on-one with a student in an inclusive setting.
Interactions	Assisting students with Autism Spectrum Disorders who have difficulty with social relationships, behaviour and communication. Working in a district centre or program.
Behavior Disorders	Assisting students with chronic, extreme, pervasive anti-social behaviors. Working one-on-one with a student in an inclusive setting.
Behavior Disorders (Severe)	Assisting students with chronic, extreme, pervasive anti-social behaviours. Working in a district centre or program with students who have significant behaviours.
Blindness & Visual Impairment	Assisting students who are blind or have visual impairments.
Deaf and Hard of Hearing	Assisting students who have moderate to profound hearing losses using American Sign Language (ASL), total communication programming and other community school supports.
Early Education	Assisting children with severe developmental disabilities, aged 2 ½ to 5 ½.
English Language Learners	Assisting students whose ability to communicate in spoken and written English seriously impairs their ability to function in the classroom.
Knowledge and Employability	Assisting secondary students achieving at an elementary instructional level and who have vocational interests.
Strategies	Assisting students with learning disabilities who demonstrate average cognitive ability and significant academic delays.
Literacy	Assisting students who demonstrate low to average cognitive ability and significant academic delays focusing on literacy, numeracy, citizenship and employment.
Opportunity	Assisting students who demonstrate mild cognitive disabilities and significant academic delays focusing on literacy and numeracy skills, and the application of academic, social, work and life skills in the classroom, school and community.
Community Learning Skills	Assisting students with moderate cognitive disabilities and significant developmental delays focusing on academic, communication and personal skills in the classroom, school and community
Individual Support Program/Medical Fragility K-6	Assisting students with severe to profound developmental delays who may also experience physical, sensory or behavioural challenges or medical conditions. Support may include g-tube feeding, catheterization, suctioning, seizure management, lifting.
Individual Support Program/Medical Fragility 7-12	Assisting students with severe to profound developmental delays who may also experience physical, sensory or behavioural challenges or medical conditions. Support may include g-tube feeding, catheterization, suctioning, seizure management, lifting.
Physical Health Disabilities K-6	Assisting students who require personal support due to chronic health problems and physical disabilities. Support may include personal care including toileting and lifting.
Physical Health Disabilities 7-12	Assisting students who require personal support due to chronic health problems and physical disabilities. Support may include personal care including toileting and lifting.

	Form – Qualif.	
Emp. ID	Description	Signature

PLEASE CHECK ONLY THOSE AREAS IN WHICH YOU ARE QUALIFIED AND PREPARED TO WORK.

QUALIFICATIONS CHECKLIST - SUPPORT

POSITION APPLIED FOR		
Educational Asst .(Special Needs)		
Educational Asst .(General)		
Food Preparer		
Interpreter (ASL)		
Secretarial		
Clerical		
Technician: Automotive		
Beauty Culture		
Library		
Science		
DIVISIONS		
Kindergarten		
Div. 1 Grades 1-3		
Div. 2 Grades 4 - 6		
Div. 3 Grades 7-9		
Div. 4 Grades 10-12		
Central Services		
CERTIFICATION (Indicate year of certification)		
Child and Youth Care		
Disability Studies		
Early Child Development		
Special Needs Educational Asst.		
Therapy Asst. (OTA, PTA, SLPA)		
Other:		
TRAINING		
Applied Behavioural Analysis		
First Aid		
Non-violent Crisis Intervention		

SPECIAL NEEDS EXPERIENCE (see listing)		
Autism		
Interactions		
Behaviours (Mild to Moderate)		
Behaviours (Severe)		
Blindness & Visual Impairment		
Deaf or Hard of Hearing		
Early Education		
English Language Learners		
Knowledge and Employability		
Strategies		
Literacy		
Opportunity		
Community Learning Skills		
Individual Support Program K-6		
Individual Support Program 7-12		
Physical Health Disabilities K-6		
Physical Health Disabilities 7-12		
EXPERIENCE		
Braille		
Catheterization		
Diapering		
Lifting		
Restraint		
Seizure Management		
Signing Exact English		
Speech Language		
Toileting		
Tube Feeding		
Other:		

LANGUAGES OTHER THAN ENGLISH		
American Sign Language Level _____ *		
Arabic		
Cree		
French Immersion		
French as a Second Language		
German		
Hebrew		
Japanese		
Mandarin (Chinese)		
Punjabi		
Spanish		
Ukrainian		
Other:		
COMPUTER SOFTWARE/TECHNOLOGY		
Accounting: _____ *		
Desktop Publishing: _____ *		
Email		
Google		
Library System: _____ *		
Microsoft Access		
Microsoft Excel		
Microsoft PowerPoint		
Microsoft Word		
QuickBooks		
Oracle		
Other:		

Shaded areas are for office use only.

* Please indicate the level or type of software used.

Name: _____
(Last Name) (First Name)

Date: _____