



SUPPORT STAFF EMPLOYMENT APPLICATION FORM

Table with columns for POSITION(S), Full time, Part time, and Occasional. Rows list various roles such as Educational Assistant, Cleaner, Clerical, etc.

IDENTIFICATION section containing fields for SURNAME, PRESENT ADDRESS, Permanent Address, GIVEN NAME(s), and eligibility to work in Canada.

EDUCATION section with sub-sections for SECONDARY SCHOOL, COMMUNITY COLLEGE, BUSINESS, TRADE OR TECHNICAL SCHOOL, and UNIVERSITY.

WORK RELATED SKILLS section with a text area for describing work related skills, experience, or training.

ACTIVITIES (CIVIC, ATHLETIC etc)

Please provide supplementary information including:

EMPLOYMENT EXPERIENCE

Please list , in order of present to last employee , all previous employers

Name of Present/Last Employer : _____

Telephone Number : _____ Name of Supervisor: _____

Date of Employment: : From: _____ To: _____

Job Title/Position : _____ Present/Last Salary: _____

Duties/Responsibilities : _____

Name of Previous Employer : _____

Telephone Number : _____ Name of Supervisor: _____

Date of Employment: : From: _____ To: _____

Job Title/Position : _____ Present/Last Salary: _____

Duties/Responsibilities : _____

Name of Previous Employer : _____

Telephone Number : _____ Name of Supervisor: _____

Date of Employment: : From: _____ To: _____

Job Title/Position : _____ Present/Last Salary: _____

Duties/Responsibilities : _____

Additional Employment History may be attached on a separate sheet.

REFERENCES

List persons other than relatives who are in a position to provide you with employment reference(s) or other references

NAME	ADDRESS	TELEPHONE	OCCUPATION

Please Note: Unless otherwise advised by the applicant, the Board may approach any of the employment references listed in this application form.

This information is being collected pursuant to the provisions of the Freedom of Information and Protection of Individual Privacy in Municipalities and Local Boards Act and under the Authority of the Education Act, c. 129, s. 60 and will be used for the purposes of determining suitability, eligibility and qualifications for employment with the Board.

CRIMINAL RECORD

Please note that all applicants selected for hire will be required to undergo a Criminal records check and a Vulnerable Sector Screening dated within six months.

Have you been convicted of any criminal offences under the Criminal Code of Canada or any other Federal statute for which you have not been granted a pardon under the Criminal Records Act (Canada), which pardon has not been revoked? If so, please indicate the nature of the offence(s) and the date(s) of the convictions(s). Do not include convictions under Provincial statutes.

yes (please provide details below)

no

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment or cause my dismissal.

Date

Signature of Applicant

Thank you for your interest in seeking employment with the Halton Catholic District School Board

Please forward application form, resume and other pertinent documentation to:

**Recruitment Officer, Human Resources Services
Halton Catholic District School Board
P.O. Box 5308, 802 Drury Lane
Burlington, ON L7R 4L3
HREmployment@hcdsb.org**

The Halton Catholic District School Board would like to thank you for your interest in working for our Board. You will not receive a written or an oral acknowledgement of your application, however, it will be kept on file for one year. If your application is considered, you will be contacted for an interview

Authorization for release of information form

To the Applicant

A photocopy of this signed form will accompany all requests for reference

I hereby authorize the Halton Catholic District School Board (the 'Board') to obtain personal information from my present and/or previous employers and from any other persons I have listed as references to assist in determining my suitability, eligibility and qualifications for employment with this Board.

Date

Signature of Applicant

TO THE REFEREE

You may assume that the information given about the above applicant will be held in confidence by the Halton Catholic District School Board.

