



Sunrise School Division

Box 1206 Beausejour, Manitoba R0E 0C0

Telephone: 1-204-268-6500 Fax: 1-204-268-6545 Website: www.sunrisesd.ca

Substitute Teacher Application - PLEASE ATTACH RESUME

This personal information is being collected for recruitment and selection purposes. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Human Resources Department, 344 - 2nd Street North, Beausejour, Manitoba, R0E 0C0, Telephone (204) 268 - 6538.

Personal and Employment Information (Please Print)

Name _____
 Surname First Middle Initial

Address _____ Phone Number(s) _____
 Box, Street, etc.

_____ Postal Code _____
 City/Town Province

Social Insurance Number (Optional) _____ MB Teaching Certificate No. _____
 (Attach Copy)

Professional School Personnel (PSP) No. _____ Classification: 1 - 3 _____ 4 - 7 _____

Email _____ Are you legally entitled to work in Canada? Yes No

Have you ever been employed by the Transcona Springfield, Agassiz, or Sunrise School Division(s) before? Yes No

If yes, Year(s) _____ Position(s) _____

Substitute Preferences - Please be specific as you will be called for the grade and subject listed

Level(s) You Are Qualified / Willing to Teach

Early Yrs: Kindergarten Grade 1 Grade 2 Grade 3 Grade 4

Middle Yrs: Grade 5 Grade 6 Grade 7 Grade 8 **Senior Yrs:** Gr 9 Gr 10 Gr 11 Gr 12

Indicate specific subject areas that you are willing to teach

- English Language Arts Math Science Biology
 Chemistry Physics Social Studies History

Specialized Curriculum

- French/Basic French Imm. German Ukrainian ESL
 PhysEd/Health Outdoor Ed Computer/Media Music Band
 Art Drama Special Ed. Resource Bus. Ed.
 Life Skills Industrial Arts Home Ec. Voc. Ed.
 Library Area: _____

Locations

I can work as a substitute in the following locations:

- Oakbank (Springfield Collegiate, Springfield Middle, Oakbank Elementary, Springfield Adult Ed. Ctr)
 The rest of Springfield (Anola, Hazelridge, Dugald, Heartland Colony, Richland Colony, Grafton Colony)
 Beausejour Area (Gillis, Beausejour Early Years, Edward Schreyer, Agassiz Adult Ed. Ctr, Greenwald Colony)
 Lac Du Bonnet Area (Lac du Bonnet Senior, Centennial, New Directions Adult Ed. Ctr, Springwell Colony, Whitemouth, Whiteshell Colony)
 Powerview, Empower Adult Ed. Ctr.

Is there any day of the week or period during the year when you would NOT be available to substitute? _____

Signature of Applicant

FOR OFFICE USE ONLY Received by: _____ Date _____
 Human Resources Dept.

Approved by: _____ Date _____
 Assistant Superintendent

If you have already completed the following as a component of your Teaching Application, ignore the following.

The Sunrise School Division requires all persons offered employment with the Division to agree to the following checks. Employment is conditional upon the results of these checks.

- Child Abuse Registry Check through the Child and Family Support Branch
- Criminal Record Check through the Winnipeg Police Service or RCMP

I understand that the information provided by myself in this application is intended to encourage the Sunrise School Division to enter into a Contract of Employment with me. I subsequently understand and agree that the provision of false, misleading, or incomplete information, in this application, will constitute just cause for my dismissal from any employment between myself and the Division. This will also fully justify the Division in treating any contract entered into, with me, to be null and void.

I hereby authorize the Sunrise School Division to conduct a personal investigation in connection with my application for employment.

Signature of Applicant

Signature of Witness (Not a family member)

Date

Please be advised that this application will not be considered for active employment with the Sunrise School Division unless it is **SIGNED BY THE APPLICANT AND A WITNESS.**

Please Note:

- Receipt of completed application forms will be provided by email.
- Please visit www.sunrisesd.ca/work/work.html#, to view postings throughout the year.
- Applications are to be renewed or updated for each year.

Return this application and applicable documents to:

***"Substitute Teacher Applications" - Human Resources
Sunrise School Division
Box 1206 Beausejour, Manitoba R0E 0C0
Telephone: 1-204-268-6500 Fax: 1-204-268-6545***

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Human Resources Dept.
Approved by: _____ Date _____
Assistant Superintendent, Human Resources