



**SUBSTITUTE TEACHER APPLICATION - PLEASE ATTACH RESUME**

**Personal and Employment Information (Please Print)**

Name \_\_\_\_\_  
Surname First Middle Initial

Address \_\_\_\_\_  
Box, Street, etc. City/Town Province Postal Code

Phone Number(s) Home: \_\_\_\_\_ Cell: \_\_\_\_\_

MB Teaching Certificate #: \_\_\_\_\_ (attach copy of Manitoba teaching certificate)

Email: \_\_\_\_\_ Are you legally entitled to work in Canada?  Yes  No

Have you ever been employed by the Sunrise School Division before?  Yes  No

If yes: Year(s) \_\_\_\_\_ Position(s) \_\_\_\_\_ Has your last name changed? \_\_\_\_\_

**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 Years  Middle Years  Senior Years

**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.  Ukrainian  Music/Band  Home Ec.  
 Phys Ed/Health  Outdoor Ed  Computer/Media  Drama  Art  
 Industrial Arts  Bus. Ed.  Voc. Ed  Student Support Services

**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 School , Empower Adult Ed. Ctr.

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

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 – 2<sup>nd</sup> Street North, Beausejour, Manitoba, R0E 0C0, Telephone (204) 268 – 6538.

The Sunrise School Division requires all persons offered employment with the Division to provide 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

**Application Checklist:**

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- All sections are complete
- Resume & Cover letter attached
- Copy of Teaching Certificate attached
- Current, satisfactory Child Abuse and Criminal Record checks
  - Attached
  - In progress (Date Application made: \_\_\_\_\_) (attach receipts or proof of application)
- Student Teachers: Student Teaching Reports attached

**Application Notes:**

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- Applications are to be renewed or updated for each year.
- Please watch our website at [www.sunrisesd.ca](http://www.sunrisesd.ca) under 'Careers' to view postings throughout the year.

**Return this application and applicable documents to:**

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