



# Sunrise School Division

Box 1206 Beausejour, Manitoba R0E 0C0

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

**SUNRISE**  
SCHOOL DIVISION

## 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 – 2<sup>nd</sup> Street North, Beausejour, Manitoba, R0E 0C0, Telephone (204) 268 – 6500.

### Personal and Employment Information (Please Print)

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

Address \_\_\_\_\_  
Box, Street, etc. Phone Number(s) \_\_\_\_\_

\_\_\_\_\_ 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 Years:** Kindergarten  Grade 1  Grade 2  Grade 3  Grade 4

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

#### Indicate specific subject areas that you are willing to teach

English Language Arts  Math  Science  Social Studies  History

#### Specialized Curriculum

Basic French  French Immersion  Ukrainian  Student Support Services

PhysEd / Health  Computer / Media  Music / Band  Art / Drama

Industrial Arts  Home Ec.  Other Specialized 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 Elementary, 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

**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](http://www.sunrisesd.ca), to view postings throughout the year
- Applications are to be renewed or updated for each school year

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

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

**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_

Human Resources Dept.

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_

Assistant Superintendent

\_\_\_\_\_  
Date