



HALTON CATHOLIC DISTRICT SCHOOL BOARD

CONTINUING EDUCATION SERVICES EMPLOYMENT APPLICATION FORM



POSITION APPLIED FOR: (PLEASE CHECK APPROPRIATE BOXES)

NIGHT SCHOOL	SUMMER SCHOOL	ADULT EDUCATION	INTERNATIONAL LANGUAGES
<input type="checkbox"/> CREDIT COURSE	<input type="checkbox"/> SECONDARY CREDIT	(Non-Credit)	<input type="checkbox"/> INSTRUCTOR ELEMENTARY
<input type="checkbox"/> 1ST SEMESTER	<input type="checkbox"/> FULL SESSION	<input type="checkbox"/> ESL	SPECIFY LANGUAGE: _____
<input type="checkbox"/> 2ND SEMESTER	<input type="checkbox"/> 1ST SESSION	<input type="checkbox"/> LINC	_____
	<input type="checkbox"/> 2ND SESSION	<input type="checkbox"/> CITIZENSHIP	<input type="checkbox"/> SECONDARY CREDIT
	<input type="checkbox"/> ELEMENTARY	<input type="checkbox"/> LITERACY/NUMERACY	SPECIFY LANGUAGE: _____
	<input type="checkbox"/> CLERICAL	<input type="checkbox"/> GENERAL INTEREST	_____
	<input type="checkbox"/> STUDENT HELPER		

STATE PREFERENCE (S):

LOCATION: _____ _____ _____	SUBJECT (S): _____ _____	AVAILABILITY: <input type="checkbox"/> MORNING <input type="checkbox"/> AFTERNOON <input type="checkbox"/> 3:00 - 4:30 <input type="checkbox"/> EVENINGS 6:30 - 9:30 <input type="checkbox"/> SATURDAY 9 - 12
GRADE (S): _____ _____	LANGUAGE (S): _____ _____	

PERSONAL INFORMATION:

	_____ LAST NAME	_____ FIRST NAME	_____ SECOND NAME
PRESENT ADDRESS:	_____ NUMBER	_____ STREET	_____ APT#
	_____ CITY/TOWN	_____ PROVINCE	_____ POSTAL CODE
	_____ AREA CODE	_____ PHONE #	

BASIC QUALIFICATIONS:

PRIMARY
 JUNIOR
 INTERMEDIATE
 SENIOR
 OCT Reg. # _____

ADDITIONAL QUALIFICATIONS _____

 TEACHABLES (SECONDARY) _____

EXPERIENCE: Teaching and related experience (most recent first). Additional experience should be included on your resume.

SCHOOL BOARD OR COMPANY	SCHOOL/LOCATION	DATES OF EMPLOYMENT	POSITION/SUBJECT/GRADES

Are you currently employed with HCDSB? YES NO

(If "YES", sign DECLARATION only)

If "No" please complete the next section.

FOR APPLICANTS NOT EMPLOYED WITH HCDSB:

Are you legally eligible to work in Canada? YES NO

Are you between 18 and 65 years of age? YES NO

Have you ever been convicted of an offence under the Criminal

Code of Canada for which a pardon has not been granted? YES NO

EDUCATION:

SECONDARY EDUCATION

HIGHEST GRADE OR LEVEL COMPLETED

DIPLOMA RECEIVED

POST SECONDARY EDUCATION

NAME OF INSTITUTION	PROGRAM OF STUDY	LENGTH OF PROGRAM	% OF PROGRAM COMPLETED	DEGREE/ DIPLOMA/ CERTIFICATE RECEIVED

CONDITIONS OF EMPLOYMENT:

- All appointments to teach in the Continuing Education Programs will be tentative and are subject to sufficient enrolment.
- Some appointments may be at the last minute due to unexpected enrolment.
- Classes may be cancelled at any time due to deterioration in enrolment.
- Rate of pay will be in accordance with the current salary schedule of the Board.
- Applicants selected for hire will be required to undergo a Criminal Reference Check dated within six months.
- Any offer of employment will be conditional upon a satisfactory tuberculosis test result within the previous year (for external candidates only).
- References may be required upon request.

DECLARATION:

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.

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

_____ Date

_____ Signature of Applicant

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.

PLEASE FORWARD YOUR COMPLETED APPLICATION TO :

Joe O'Hara
Executive Officer, Human Resources Services
Halton Catholic District School Board
P.O. Box 5308, 802 Drury Lane
Burlington, Ontario
L7R 4L3

