

Please Note: **SAVE** this form to your desktop
COMPLETE the saved form
SAVE again
EMAIL as an attachment to Jane Meaker meakerj@holyspirit.ab.ca

NAME OF APPLICANT: _____

POSITION(S) APPLIED FOR (quote posting numbers): _____

SUPPORT STAFF APPLICATION FORM

Holy Spirit Roman Catholic Separate Regional Division #4

620 – 12 Street 'B' North
Lethbridge, Alberta T1H 2L7
Phone: (403) 327-9555 Fax: (403) 327-9595



Mission Statement

*We are a Catholic Faith Community
dedicated
to providing each student entrusted to our
care,
with an education rooted in the Good News of
Jesus Christ.*

*Guided by the Holy Spirit, our schools in
partnership
with home, parish and society, foster the
growth of
responsible citizens who will live, celebrate
and proclaim their faith.*

Our Catholic Faith is the foundation of all that we do

PERSONAL DATA

Date of Application: _____

Position Applied For (*quote posting number): _____

*Maintenance positions do not have a posting number

Applicant's name (in full):	
Preferred Name:	Date of Birth:
Marital Status:	Religion:
Email Address:	

Current Address:		City:
Province:	Postal Code:	Telephone:

Permanent Mailing Address: (if different from above)		City:
Province:	Postal Code:	Telephone:

Next of Kin Name:	Address:	Telephone:
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RELATIVES

Do you have any relatives presently working for this division? ____ YES (if yes, please complete the following) ____ NO	
Name _____	Relationship _____
Name _____	Relationship _____

EDUCATION RECORD

	NAME AND LOCATION OF SCHOOL	DATE OF GRADUATION	DEGREE	MAJOR	MINOR
High School					
College					
University					
Other areas of training and/or certification:					

WORK EXPERIENCE

Please start with last position and work to position first held

Year From-To	Place of Employment	Job Description	Supervisor (including phone number)

TRAINING OR CERTIFICATION IN: Check those that apply

- Supporting Individuals in Valued Attachments (SIVA)
- Hanen Learning Language & Loving It
- Sign Language

- First Aid
- WHMIS
- Other _____

Languages Spoken Other Than English: _____

OTHER INTERESTS, ACTIVITIES OR EXPERIENCES, that would enhance your contribution to this Division:

REFERENCES:

Applicants are required to provide contact information for three references, preferably employment related. (These may include references submitted as part of the documentation process)

Name:	Position:
Email:	Phone:
Name:	Position:
Email:	Phone:
Name:	Position:
Email:	Phone:

CHECKLIST FOR APPLICANTS:

- A. Submitting an application for a posted support staff position:
 1. Complete the application form in full. Items which do not apply should be marked N/A (Not applicable).
 2. Provide copies of certificates that are applicable to the position applied for.
 3. Include cover letter, resume (optional) and documentation supporting the education requirements for position.
 4. Successful applicants are required to provide the following prior to receiving a contract:
 - i) a current Police Information (including Vulnerable Sectors) Check;
 - ii) a current Intervention Record Check;
 - iii) a copy of your social insurance card or a form issued by Service Canada with both your name and social insurance number on it.
 5. If any additional information or an interview is required, you will be contacted.
 6. Applications are only accepted for posted positions. Only applicants selected for an interview will be contacted.
 7. Successful applicants may be required to submit a medical statement certifying that they are in good health.

*Please note: If you have been convicted of any offence against the Criminal Code or statutes or regulations relating to narcotics or other drugs it is your duty to make the nature of this conviction known to the Superintendent.

DECLARATION AND SIGNATURE:

I certify that the statements made by me in this application are true and complete to the best of my knowledge and beliefs and are made in good faith; and I understand that making a false statement may disqualify me from employment, or cause my dismissal.

I hereby authorize Holy Spirit Catholic Schools to check into my background by any means deemed necessary to qualify me for employment. In addition, I authorize my former employer(s) to provide references and employment information to Holy Spirit Catholic Schools.

DATE: _____ **SIGNATURE:** _____

The information in this application package, including the inserts, is being collected in accordance with the Alberta Freedom of Information and Protection of Privacy Act (FOIP). The information will be used to determine the suitability and eligibility of applicants for placement purposes within the Division.

Please **email** the completed application form and supportive data to:

Jane Meaker at meakerj@holyspirit.ab.ca

Mr. Brian Macauley
Deputy Superintendent of Schools
620 – 12 Street ‘B’ North
Lethbridge, Alberta T1H 2L7
Phone: (403) 327-9555 Fax: (403) 327-9595