



OKANAGAN SIMILKAMEEN SD 53 APPLICATION FOR SUPPORT STAFF

PO BOX 1770, 6161 Okanagan Street, Oliver, BC V0H 1T0 250498-3481

Submit application package by email (as a single document) to employment@sd53.bc.ca

MISSION STATEMENT: Provide all learners with relevant experiences that lead to responsible citizenship and lifelong learning.

The interest of all applicants is appreciated; however, acknowledgements will only be made to those selected for an interview. Application forms and any accompanying documents are kept for 12 months from date of receipt. If you subsequently have additional information relevant to your application, submit it and we will update your file. Once we have your application package on file, you are welcome to apply for postings by submitting a cover letter only.

Application is for posting number (if applicable) _____

Given Name(s) _____ Surname _____ Middle Initial _____

Present Address (No. & Street) _____ City/Town _____ Postal Code _____

Mailing Address (if different from above) _____

Telephone (including area code): _____ or _____

Email Address: _____

Position applied for: It is suggested that you review the job description on our website at www.sd53.bc.ca and ensure your application package includes all supporting documents as proof of qualifications. Note: not submitting all documents as listed may result in your application not being considered.

Seeking: ☐ Full Time ☐ Part Time ☐ Relief

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|--|---|
| ☐ Indigenous Education Advocate | ☐ Education Assistant |
| ☐ Accounting/Payroll | ☐ Library Assistant |
| ☐ Bus Driver | ☐ StrongStart Facilitator |
| ☐ Cafeteria Assistant/Coordinator | ☐ Supervision/Crossing Guard |
| ☐ Child-Youth Care Worker | ☐ Trades (specify) _____ |
| ☐ Clerical | ☐ Early Childhood Educator |
| ☐ Custodian | |

If education and work experience are outlined in your resume, indicate “see attached” in the areas below.

Education: (refer to the job description for education qualifications and ensure you have attached proof such as copies of certificates, transcripts, licenses, and drivers abstract)				
	School, University or College Name	Area of Study	Certificate(s) Diploma(s) Degree(s)	Year Completed or In Progress
Secondary			Grade	
Post Secondary				
Journeyman or TQ				
Other Related Courses				

Work Experience: (start with your most recent employment)				
Name & Address of Organization	Start/End Date of Employment	Position(s) Held	Immediate Supervisor	Reason(s) for Leaving

List additional job-related skills, experience, training, volunteer work, hobbies and qualifications.

Personal Information:	Yes	No
Have you ever been suspended, disqualified, censured, or had disciplinary action instituted against you, as a member of any profession or organization?		

References: provide at least three employment referees who have supervised your work. Reference checks will be initiated before any offer of employment and will usually occur during the screening process prior to the interview stage.			
Name of Reference	Organization	Position	Phone Number(s)

APPLICANT'S DECLARATION AND AGREEMENT:

I authorize Okanagan Similkameen SD 53 to contact the references listed above for the purpose of obtaining reference information. I understand that any evaluative or opinionative material obtained from reference checks need not be disclosed to me when the disclosure would reveal the identity of the sources of such information, which I agree is confidential.

I declare that all of the information I have given in this application form and in my resumé and any other attachments is complete and true in every respect. Furthermore, I understand that, if there is any failure to respond completely and truthfully to all questions asked, or any deliberate misrepresentation of information provided by me, or any failure to disclose a criminal record, that upon discovery by the Board of any such falsehoods, this will constitute sufficient grounds for my dismissal.

I also understand that any offer of employment is conditional on a complete criminal record search pursuant to B.C.'s Criminal Records Review Act and a satisfactory review of the results of the search by the Okanagan Similkameen school district.

Signature of Applicant

Date