



APPLICATION FOR EMPLOYMENT NON-TEACHING POSITIONS

Name: _____ Date: _____

To be considered for employment, you must:

A. Complete and return the following forms:

- Application for Employment (attached)
- Addendum to Application for Employment (attached)
- Reference Check Consent Form (attached)
- Resume

B. Provide the following additional information:

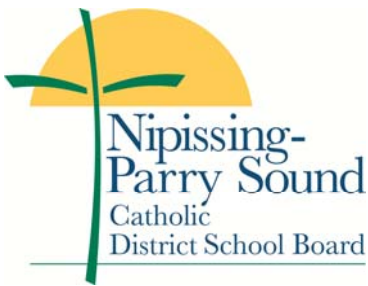
- A written professional/work related reference
- The names of at least three work related references (to be identified on the form entitled "Addendum to the Application for Employment")
- A written pastoral reference

Upon receiving all of the above information, we will review your application. Interviews will be scheduled, as required. Any offer of employment will be conditional upon a candidate providing a current Criminal Record Check.

Please return your application and all required information to:

Human Resources
Nipissing-Parry Sound Catholic District School Board
1000 High Street
North Bay, ON P1B 6S6

or via email to:
HumanResources@npsc.ca



APPLICATION FOR EMPLOYMENT NON-TEACHING POSITIONS

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

Position applied for: _____ Posting #: _____

PERSONAL DATA

Last name		Given name(s)	
Address	Street	Apt. No.	Telephone Number – Home
City	Province	Postal Code	Telephone Number – Message
E-mail Address		E-mail Address (2)	
Are you legally eligible to work in Canada?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you 18 years of age and over and less than 65 years of age?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements, including volunteer work, as well as your employment history.

EDUCATION	Program	Highest Level Completed	Type of certificate, diploma, degree or license obtained
<input type="checkbox"/> Secondary School			
<input type="checkbox"/> Community College			
<input type="checkbox"/> Business or Trade			
<input type="checkbox"/> University			
<input type="checkbox"/> Other			

Describe any skills, experience or training that relate to the position being applied for:

EMPLOYMENT

Name and address of current/last employer

Type of Business

From:

To:

Job title

Period of employment: (please indicate in following format MM/YY)

Functions/Responsibilities:

Reason for leaving:

Name and address of former employer

Type of Business

From:

To:

Job title

Period of employment: (please indicate in following format MM/YY)

Functions/Responsibilities:

Reason for leaving:

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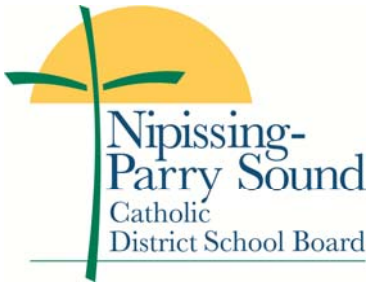
Functions/Responsibilities:

Reason for leaving:

I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false statement may disqualify me from employment, or cause my dismissal.

Signature

Date



ADDENDUM TO APPLICATION FOR EMPLOYMENT

For applicants who are not currently members of the bargaining unit related to the posted position

1. Offence Declaration

- a) Have you ever been convicted of an offence under a federal statute, including the *Criminal Code of Canada* and the *Narcotics Control Act*, for which a pardon has not been granted or for which a pardon had been granted but was subsequently revoked?

Yes or No

- b) If yes, please provide particulars, including the date(s) of the offence(s) in question.

N.B. Any offer of employment will be subject to confirmation of the above information through a current check of your criminal record through the *Canadian Police Information Computer (CPIC) System*.

Signature

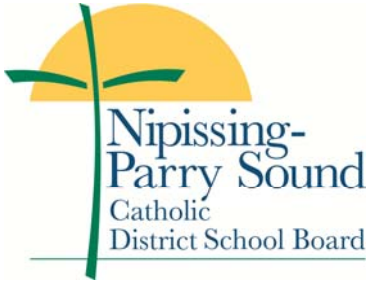
Date

2. Criminal Record Check

Your signature below confirms that you have read and understand the attached document entitled "Criminal Record Check" (Pg 6).

Signature

Date



REFERENCE FORM

Name	
Organization	
Position Title	
Telephone Number	
E-mail Address	

Type of Reference: Professional / Personal / Other

Written reference provided? Yes

Name	
Organization	
Position Title	
Telephone Number	
E-mail Address	

Type of Reference: Professional / Personal / Other

Written reference provided? Yes

Name	
Organization	
Position Title	
Telephone Number	
E-mail Address	

Type of Reference: Professional / Personal / Other

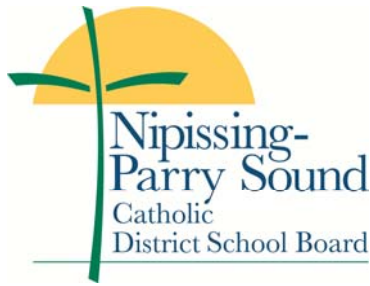
Written reference provided? Yes

Under Section 39(1)(a) of the *Freedom of Information and Protection of Privacy Act* [s.29(1) *Municipal Freedom of Information and Protection of Privacy Act*], I _____ authorize the Nipissing-Parry Sound Catholic District School Board to contact the persons or organizations listed below for the purpose of obtaining reference information, including, but not limited to, information contained in my personnel file(s) relating to medical records, psychiatric records, and violation of law records.

The below signature indicates authorization to contact individuals listed on this Reference Form.

Signature

Date



CRIMINAL RECORD CHECK

The following requirements apply to applications for full-time, part-time, temporary or occasional positions, including placement on a supply list.

REQUIREMENTS

In accordance with its policy entitled *Prevention of Abuse and Protection of Students from Potential Abuse*, the Nipissing-Parry Sound Catholic District School Board ("the Board") requires candidates applying for new employment with the Board, or existing employees applying for employment within a different bargaining unit, to disclose the details of any conviction(s) for offence(s) under any federal statute, including the *Criminal Code of Canada* and the *Narcotics Control Act*, for which a pardon has not been granted.

Any offer of employment is subject to confirmation of the above information through a current Criminal Record Check through the *Canadian Police Information Computer (CPIC) System*. Only Criminal Record Checks that are less than six (6) months old, which include a vulnerable sector screening, shall be accepted. The applicant shall provide an original of the Criminal Record Check and shall be responsible for its cost.

An offer of employment may be revoked if the individual refuses to consent to the check, or if the Board later discovers offences on record which the individual did not disclose.

Any information obtained through a Criminal Record Check is confidential, and shall be accessible only by an interviewer, a senior administrator, Human Resources and/or the successful candidate's immediate supervisor. The Criminal Record Check and the statement made pursuant to Section 3.1 of the policy shall be stored with a candidate's application or, in the case of a successful candidate, in the individual's personal file in the Human Resources Department.

PROCEDURE

To obtain a Criminal Record Check, simply contact the Police Department in the area where you reside. The original of the Criminal Record Check, including vulnerable sector screening, must be submitted to the Board before you commence employment.

N.B. Only in an exceptional case will an employee be permitted to commence employment with the Board before the Board has received the Criminal Record Check. Before any such exception is made, a binding agreement shall be entered between the employee, any applicable representative of the employee, and the Director (or his or her designate) on behalf of the Board, ensuring that verification be provided without delay and preserving the Board's power to revoke the offer of employment.