



Teacher-Teaching-On-Call (TTOC) Application

In order for your application to be properly processed and considered for an interview, please complete and submit pages 3-5 of this application together with the following items as addendums:

- 1) Copy of BC Ministry of Education Teaching Certification in Good Standing
- 2) Copy of TQS Card
- 3) Three Work Related References
- 4) Classroom Evaluation Reports
- 5) University Transcripts
- 6) Current Resume

If you have you previously worked for School District No. 64 (Gulf Islands) you are required to submit only #s 1, 2 & 6 with this application.

Records Disclosure Freedom of Information and Protection of Privacy

Reference Checks

School District No. 64 (Gulf Islands) reserves the right to conduct a thorough investigation regarding any information pertaining to an employee that it deems relevant to the position to be held.

School District No. 64 (Gulf Islands) will contact persons or organizations provided by an applicant for the purpose of obtaining job related information including employment history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for employment, Reference checks will be completed in confidence and information will be retained in confidence by School District No. 64 (Gulf Islands).



Information Disclosure

Purpose of Information Collection:

Personal information from applicants collected for the purpose of determining suitability, eligibility, or qualifications for employment and ongoing evaluations will be retained in the personnel file.

Legal Authority for the Collection of Information:

All information is collected and retained in accordance with the *Freedom of Information and Protection of Privacy Act*, *The British Columbia School Act*, Board policies of the School District No. 64 (Gulf Islands) and *The Canadian Immigration Act*.

Use of Information:

Information related to staff will be retained in electronic and hard copy files and will be used to meet district and legal requirements for payroll and benefits, recruitment and selection, and information reporting.

Access to Information:

Human Resources staff, system administrators (Principals, Vice-Principals, Directors, Supervisors, Board of Education, teachers, parents, or the interview committee), and agents of the Board (such as Lawyers) may review information retained in electronic and hard copies on a need-to-know basis.



Personal Information

 Family or Last Name Given Names (Underline Preferred)

Current Address: _____
Apt. / Street or P.O. Box City Prov. Postal Code

Telephone: Home () _____ Cell () _____ Business () _____

Email address: _____

Alternate Address: _____
Apt. / Street or P.O. Box City Prov. Postal Code

Educational Background

University Education		*(Major – 4 Courses) (Minor – 3 Courses)				
Dates		Name and Location of Institution	Major	Minor	Degree	Year
From	To					

British Columbia Teaching Certification

Type of Certification:
 Interim
 Professional
 Conditional
 Standard

Expiry Date: _____
dd/mm/year

Certificate Number: _____



Areas of Expertise

Please list areas in which you are qualified and prepared to teach. You should:

- a) Be elementary trained for elementary positions;
- b) Have six background courses in the subject for a secondary area; and
- c) Include areas in which you have appropriate teaching experience.

Indicate years of experience in applicable areas:

Primary Grades K-3	Elementary Grades 4-5	Middle Grades 6-8	
High School Grades 9-10	High School Grades 11-12	Adult	Total Years

Subject Areas:

Teaching Experience:

From Month	Year	To Month	Year	Name and Location of School Jurisdiction	List of Subjects and/or Grades Taught

Total experience in British Columbia: _____
Years Months

Total experience outside of British Columbia: _____
Years Months

If you are currently under contract with another School Board, may we contact your present employer? Yes No

If you have less than one full year teaching experience complete the following regarding your practicum:

Name / Number of the School	Name of Cooperating Teacher	Instructional Assignment	Dates Taught



Records Disclosure

School District No. 64 (Gulf Islands) is committed to providing a safe environment for students and staff. Prior to employment with School District No. 64 (Gulf Islands), you are required to answer the following questions:

Have you ever been charged or convicted of a criminal offence under the <i>Criminal Code, Controlled Drugs and Substances Act, Narcotic Control Act, Food and Drug Act, or the Firearms Act of Canada</i> or the criminal laws of another country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been the subject of an investigation or order under the <i>Child Welfare Act of British Columbia</i> or equivalent legislation in any other province or country? (If you answer yes to this question, you must submit a current <i>Child Welfare Information Statement</i> along with this form.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been suspended, disqualified, reprimanded, dismissed or had disciplinary action instituted against you as a member of any profession	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been denied, or had revoked any certificate, license or permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the answer is yes to any of the above questions, provide details including dates, disposition, and any other pertinent information.

If the answer is yes to any of the above it will not automatically result in exclusion of employment. The requirements of the position and the circumstances related to the charge or conviction will be considered.

Are you legally entitled to work in Canada? Yes No

If you are not a Canadian citizen, a copy of an employment visa or proof of landed immigrant status must be attached to this application.

Declaration

The information provided in my most recent application with School District No. 64 (Gulf Islands) is correct. I understand that if my application is not accurate and complete in its entirety or if information is found to be untrue or misleading, I may be dismissed.

I understand that confidential reference reports relating to my employment with School District No. 64 (Gulf Islands) may not be made available to me nor will any notes resulting from the interview process.

Signature of the Applicant **Date**



If you have any questions, please contact Lori Deacon, Executive Assistant at (250) 537-5548, ext. 202 or Ideaon@sd64.org

Return completed application and attachments to:

Linda Underwood, Director of Instruction, Human Resources
c/o Lori Deacon, Executive Assistant
School District No. 64 (Gulf Islands)
112 Rainbow Road
Salt Spring Island, B.C.
V8K 2K3

Email: Ideaon@sd64.org (preferable), or

Fax: (250) 537-4200