



SUBSTITUTE EDUCATIONAL ASSISTANTS APPLICATION

Date of Application: _____

Name: _____ Cell Phone: _____

Home Phone: _____ Mailing Address: _____

Town/Province: _____ Postal Code: _____

Social Insurance #: _____ Status #: _____

Date of Birth: _____ Email address: _____

Have you worked for Park West School Division previously? YES NO

Please indicate the schools within the division that you would like to substitute at:

| | | |
|--------------------|--------------------|-----------------------|
| Binscarth | Hamiota Elementary | Rosburn Collegiate |
| Birtle Collegiate | Inglis School | Rosburn Elementary |
| Birtle Elementary | Major Pratt | Shoal Lake School |
| Decker Colony | Miniota School | Strathclair School |
| Hamiota Collegiate | Monarch Colony | Waywayseecappo School |

Please indicate the grade level you would prefer:

Early Years (K-4)

Middle Years (5-8)

Senior Years (S1-S4)

Please ensure that you have included the following in order to complete your application:

- Current resume
- Void cheque (for direct deposit)
- Current Criminal Record Check (dated within the last 6 months)
- Current Child Abuse Registry Check (dated within the last 6 months)*
- TD1 Federal *
- TD1 Provincial *
- TDIN Tax Exemption *

The applicant is responsible for all fees associated with the completion of these checks.

***Forms are available at any school office or at the Division Office**

This personal information is being collected under the "Freedom of Information and Protection of Privacy Act" (FIPPA) and will be collated and distributed to schools for hiring Teacher substitutes. It is protected by the "Protection of Privacy" provisions of FIPPA. If you should have any questions please call 204-842-2100.