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## SUBSTITUTE EDUCATIONAL ASSISTANTS APPLICATION

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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:

- |   |  |
|---|--|
| <input type="checkbox"/> Binscarth          | <input type="checkbox"/> Major Pratt           |
| <input type="checkbox"/> Birtle Collegiate  | <input type="checkbox"/> Miniota School        |
| <input type="checkbox"/> Birtle Elementary  | <input type="checkbox"/> Rossburn Collegiate   |
| <input type="checkbox"/> Decker Colony      | <input type="checkbox"/> Rossburn Elementary   |
| <input type="checkbox"/> Hamiota Collegiate | <input type="checkbox"/> Shoal Lake School     |
| <input type="checkbox"/> Hamiota Elementary | <input type="checkbox"/> Strathclair School    |
| <input type="checkbox"/> Inglis School      | <input type="checkbox"/> Waywayseecappo School |

Please indicate the grade level you would prefer:

- Early Years (K-4)
- Middle Years (5-8)
- Senior Years (S1-S4)

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**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.