



### SUBSTITUTE TEACHER APPLICATION

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

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

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

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

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

Town/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Social Insurance #: \_\_\_\_\_

Status #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email address: \_\_\_\_\_

What languages do you speak? \_\_\_\_\_

Read? \_\_\_\_\_

Write? \_\_\_\_\_

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 School

Hamiota Elementary

Rosburn Collegiate

Birtle Collegiate

Inglis School

Rosburn Elementary

Birtle Elementary

Major Pratt School

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)

Middle Years and Senior Years applicants please complete the following:

Subjects I am qualified to teach:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special areas of interest (include relevant training or experience):

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Teaching Qualifications:

1. Are you a certified teacher? YES NO

If you answered yes, please complete questions 2-5

2. Highest Professional Certificate:

Type		Number
Interim _____	Permanent _____	Conditional _____

3. Please list your classification: \_\_\_\_\_

4. University Degree(s):

Degree:	University:	Year Granted:
_____	_____	_____
_____	_____	_____

5. Special training and experience (Music, Art, Drama, etc.)

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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 \*
- Copy of Manitoba Teaching Certification (Certified subs only)

***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.