



BRANDON SCHOOL DIVISION

Support Staff Employment Application Form

INFORMATION FOR SUPPORT STAFF EMPLOYMENT APPLICATIONS

APPLICATIONS ARE ACCEPTED ONLY IN RESPONSE TO POSTED COMPETITIONS.

APPLICATIONS WILL NOT BE CONSIDERED WITHOUT A **COMPETITION NUMBER.**

APPLICANTS MUST SUBMIT **ONE APPLICATION PACKAGE FOR EACH COMPETITION.**

To be considered complete, an application package must be clearly marked with the competition number and must include the following documents:

1. **The Application Form** - All applicable sections of the form must be completed by the applicant. A lack of information may result in your not being considered for vacancies that may occur.
2. A **Cover Letter** introducing yourself and highlighting your qualifications and a comprehensive, up-to-date **Resume** providing additional details regarding your experience, education and abilities.
3. **College/University Transcripts** - Photocopies of transcripts of all post-secondary work or certificates of courses completed, if available, should accompany this application. **Custodial/Maintenance Applicants** should attach copies of industrial certificates they have obtained (e.g. Power Engineering, Welding Certificate, etc.)

Note that you must submit a complete application package, including all documentation, to each competition for which you wish to be considered. For multiple applications, you may wish to complete the Support Staff Employment Application form, leaving the competition number and your dated signature blank, and photocopy as required. To apply, add the competition number and your signature, attach the required documents as indicated above, and submit by the stated deadline.

If you wish to submit your application by email it will be necessary for you to scan much of your documentation in order to save it in electronic format. Attach this file to an email message using the competition number as the subject line and submit to the email address below.

Should you be considered for a position in the Division, an interview will be arranged. Your application will remain active for one (1) calendar year. At the end of that year it will be filed as inactive for one (1) calendar year following which it will be destroyed.

All individuals employed by the Brandon School Division must provide a Criminal Record Check and a Child Abuse Registry Check. The necessary information and documentation will be provided to you at the time of employment.

Completed applications are to be forwarded to:

Office of Human Resources
Brandon School Division
1031 – 6th Street
Brandon, MB R7A 4K5
Email: human.resources@bsd.ca

For further information and to view posted vacancies, please visit our website: www.bsd.ca



BRANDON SCHOOL DIVISION

Support Staff Employment Application Form

DATE AND TIME RECEIVED

COMPETITION #

GENERAL INFORMATION

APPLICANTS MUST BE LEGALLY ENTITLED TO WORK IN CANADA - PLEASE INDICATE WHICH OF THE FOLLOWING APPLIES TO YOU:

☐ CANADIAN CITIZEN ☐ LANDED IMMIGRANT ☐ LEGAL PERMIT TO WORK IN CANADA

APPLICANTS ARE ENCOURAGED TO INDICATE IF THEY ARE FROM ANY OF THE FOLLOWING GROUPS:

☐ WOMEN ☐ INDIGENOUS PEOPLES ☐ VISIBLE MINORITIES ☐ PERSONS WITH DISABILITIES

PERSONAL INFORMATION

SURNAME

GIVEN NAME(S) AND INITIAL(S)

ADDRESS

CITY

PROVINCE

POSTAL CODE

TELEPHONE NUMBER

ALT. TELEPHONE NUMBER

EMAIL ADDRESS

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY BRANDON SCHOOL DIVISION ☐ YES ☐ NO
(INCLUDES SUBSTITUTE/RELIEF EMPLOYMENT)?

MOST RECENT POSITION _____ YEAR(S) _____

EMPLOYMENT HISTORY

**LIST PREVIOUS EMPLOYMENT IN CHRONOLOGICAL ORDER, FROM MOST TO LEAST RECENT.
ATTACH A SEPARATE LIST IF MORE SPACE IS REQUIRED.**

① EMPLOYER		POSITION HELD	
DATES OF EMPLOYMENT	IMMEDIATE SUPERVISOR	CONTACT REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO	TELEPHONE #
② EMPLOYER		POSITION HELD	
DATES OF EMPLOYMENT	IMMEDIATE SUPERVISOR	CONTACT REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO	TELEPHONE #
③ EMPLOYER		POSITION HELD	
DATES OF EMPLOYMENT	IMMEDIATE SUPERVISOR	CONTACT REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO	TELEPHONE #

EDUCATION

PLEASE LIST ALL POST-SECONDARY EDUCATION IN CHRONOLOGICAL ORDER – MOST TO LEAST RECENT.

1 NAME OF SCHOOL/COLLEGE/UNIVERSITY

ATTENDED FROM (YEAR) TO (YEAR)

HIGHEST GRADE/CERTIFICATE/DEGREE/DIPLOMA ATTAINED

2 NAME OF SCHOOL/COLLEGE/UNIVERSITY

ATTENDED FROM (YEAR) TO (YEAR)

HIGHEST GRADE/CERTIFICATE/DEGREE/DIPLOMA ATTAINED

3 NAME OF SCHOOL/COLLEGE/UNIVERSITY

ATTENDED FROM (YEAR) TO (YEAR)

HIGHEST GRADE/CERTIFICATE/DEGREE/DIPLOMA ATTAINED

REFERENCES**1** FULL NAME AND TITLE/POSITION

RELATIONSHIP TO APPLICANT

ADDRESS

MAY WE CONTACT?

☐ YES☐ NO

TELEPHONE #

2 FULL NAME AND TITLE/POSITION

ADDRESS

MAY WE CONTACT?

☐ YES☐ NO

TELEPHONE #

3 FULL NAME AND TITLE/POSITION

ADDRESS

MAY WE CONTACT?

☐ YES☐ NO

TELEPHONE #

APPLICANT DISCLOSURES

1. Have you ever been convicted of a criminal offence including an offence under The Criminal Code of Canada, The Narcotics Control Act, The Highway Traffic Act, or The Summary Convictions Act? ☐ YES ☐ NO

If yes, please provide details of the charge: _____

2. Are there currently any outstanding criminal charges against you? ☐ YES ☐ NO

If yes, please provide details of the charge: _____

CHECKING 'YES' TO ANY OF THE ABOVE QUESTIONS WILL NOT AUTOMATICALLY RESULT IN EXCLUSION FROM EMPLOYMENT. THE REQUIREMENTS OF THE POSITION AND THE CIRCUMSTANCES RELATED TO THE CHARGE WILL BE CONSIDERED.

APPLICANT DECLARATION

1. I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission may result in my dismissal if I am employed.
2. I hereby authorize the Brandon School Division to conduct a personal investigation in connection with my application for employment; and hereby authorize any person, employer, or organization to provide any information, opinion, reports, records, documents or copies thereof in any form which may be requested in connection with my application for employment with the Brandon School Division.
3. I understand that the division has adopted a policy that requires all individuals who are offered employment with the division to undergo a criminal record search (including a vulnerable sector search) and a child abuse registry check prior to final confirmation of employment. Employment is conditional upon the results of these checks. (Disclosure of a criminal record may not preclude you from the position for which you may be considered.)
4. If employed, I agree to abide by the policies, procedures and working conditions established by the Brandon School Division.

Original Signature (In Ink)

Date

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Reference Checks:

The Brandon School Division reserves the right to make a thorough investigation regarding any information pertaining to an employee that it deems relevant to the position held. The School Division will contact persons or organizations provided by the applicant for the purpose of obtaining job-related information including educational history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for employment with the School Division. Reference checks will be completed in confidence and information gathered will be retained in confidence by the School Division.

Information Disclosure:

1. **Purpose of Information Collection** – Personal information from applicants collected for the purpose of determining suitability, eligibility, or qualifications for employment with the school division and on-going performance evaluations will be retained in a personnel file.
2. **Legal Authority for the Collection of Information** – All information collected and retained in accordance with the freedom of information and protection of privacy act.
3. **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.
4. **Access to Information** – Brandon School Division human resources staff, school administrators (e.g., principals, vice-principals, directors, supervisors) and agents board of trustees (e.g., lawyers), may review information retained in electronic and hard-copy files on a need-to-know basis.
5. **Information Security** – Personal information is retained and secured within human resources unless temporarily at an off-site location during the recruitment and selection process.

COLLECTION OF INFORMATION

This personal information is being collected under the authority of the Program Policy and will be used for recruitment and selection purposes. The information collected is protected under the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information please contact the Office of Human Resources at human.resources@bsd.ca.