

# SCHOOL DISTRICT NO. 53 (OKANAGAN SIMILKAMEEN)

## APPLICATION FOR EMPLOYMENT – SUPPORT

Submit application package by email (as a single document) to [employment@sd53.bc.ca](mailto:employment@sd53.bc.ca)  
 or by fax to: 250 498-4070 or mail to PO BOX 1770, 6161 Okanagan Street, Oliver, BC V0H 1T0  
 Visit our website at: [www.sd53.bc.ca](http://www.sd53.bc.ca) or phone 250-498-3481

**MISSION STATEMENT:** We provide all learners with relevant learning experiences in a safe, caring, inclusive environment. We promote and inspire personal excellence, lifelong learning and responsive and responsible citizenship.

The interest of all applicants is appreciated; however, acknowledgements will only be made to those selected for an interview. Application forms and any accompanying documents are kept for 12 months from date of receipt. If you subsequently have additional information relevant to your application, submit it and we will update your file. Once we have your application package on file, you are welcome to apply for postings by submitting a cover letter only. Note: not submitting all documents as listed may result in your application not being considered.

Application is for posting number (if applicable) \_\_\_\_\_

Given Name(s)	Surname	Middle Initial
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Present Address (No. & Street)	City/Town	Postal Code
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Mailing Address (if different from above) \_\_\_\_\_

Telephone (including area code): \_\_\_\_\_ or \_\_\_\_\_

Email Address: \_\_\_\_\_

**Position applied for:** It is suggested that you review the job description on our website at [www.sd53.bc.ca](http://www.sd53.bc.ca) and ensure your application package includes all supporting documents as proof of qualifications.

Seeking:     Full Time         Part Time         Relief

- |   |  |
|---|--|
| <input type="checkbox"/> Aboriginal Education Support Worker<br><br><input type="checkbox"/> Accounting/Payroll<br><br><input type="checkbox"/> Bus Driver<br><br><input type="checkbox"/> Cafeteria Assistant/Coordinator<br><br><input type="checkbox"/> Child-Youth Care Worker<br><br><input type="checkbox"/> Clerical<br><br><input type="checkbox"/> Custodian | <input type="checkbox"/> Education Assistant<br><br><input type="checkbox"/> Library Assistant<br><br><input type="checkbox"/> StrongStart Facilitator<br><br><input type="checkbox"/> Supervision/Crossing Guard<br><br><input type="checkbox"/> Trades (specify) _____<br><br><input type="checkbox"/> Other (specify) _____ |
|---|--|

**If education and work experience are outlined in your resume, indicate "see attached" in the areas below.**

**Education:** (refer to the job description for education qualifications and ensure you have attached proof such as copies of certificates, transcripts, licenses, and drivers abstract)

	School, University or College Name	Area of Study	Certificate(s) Diploma(s) Degree(s)	Year Completed or In Progress
Secondary			Grade	
Post Secondary				
Journeyman or TQ				
Other Related Courses				

**Work Experience:** (start with your most recent employment and if more space is required, use an attached sheet)

Name & Address of Organization	Start/End Date of Employment	Position(s) Held	Immediate Supervisor	Reason(s) for Leaving

List additional job-related skills, experience, training, volunteer work, hobbies and qualifications.

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<b>Personal Information:</b>	<b>Yes</b>	<b>No</b>
Have you ever been suspended, disqualified, censured, or had disciplinary action instituted against you, as a member of any profession or organization?		

**References:** Provide at least three (3) referees who have supervised your work and, if you have been employed in the education system, include a reference from the human resources department of that employer. Reference checks will be initiated before any offer of employment and will usually occur during the screening process prior to the interview stage.

<b>Name of Reference</b>	<b>Organization</b>	<b>Position</b>	<b>Phone Number(s)</b>

**APPLICANT'S DECLARATION AND AGREEMENT:**

I authorize School District No. 53 (Okanagan Similkameen) to contact the referees listed above for the purpose of obtaining reference information. I understand that any evaluative or opinionative material obtained from reference checks need not be disclosed to me when the disclosure would reveal the identity of the sources of such information, which I agree is confidential.

I declare that all of the information I have given in this application form and in my resumé and any other attachments is complete and true in every respect. Furthermore, I understand that, if there is any failure to respond completely and truthfully to all questions asked, or any deliberate misrepresentation of information provided by me, or any failure to disclose a criminal record, that upon discovery by the Board of any such falsehoods, this will constitute sufficient grounds for my dismissal.

I also understand that any offer of employment is conditional on a complete criminal record search pursuant to B.C.'s Criminal Records Review Act and a satisfactory review of the results of the search by the Okanagan Similkameen school district.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date