



THUNDER BAY CATHOLIC
DISTRICT SCHOOL BOARD

Catholic Education Centre
459 Victoria Ave W. Thunder Bay, ON P7C 0A4
PHONE: (807) 625-1555 FAX: (807) 625-8601

POSITION APPLIED FOR:		
Full Time:	Part Time:	Supply:

APPLICATION FOR NON-EDUCATIONAL POSITIONS

1. PERSONAL INFORMATION				
Surname:		Given Name(s):		Name Known to References if Different from Present Name:
Address:			Telephone:	
City:			Business:	
Postal Code:			Email:	
If Previously / Currently Employed by This Board State Date(s) and Position:				
2. QUALIFICATIONS AND EDUCATION				
SECONDARY SCHOOL COMPLETED:			No. of Years Completed: _____	
YES NO			Diploma: _____	
POST-SECONDARY EDUCATION:				
Diploma/Degree/Certificate	Completed		Institution	Specialization
	Yes	No		
CERTIFICATES AND PROFESSIONAL QUALIFICATIONS: (Indicate Type and Status)				
SPECIAL INTERESTS AND ABILITIES: (Volunteer work may develop similar skills and abilities as paid employment and is given full consideration if deemed relevant)				

3. EXPERIENCE AND SKILLS

EMPLOYMENT HISTORY

Name & Address	Nature of Work	Dates Employed		Reason for Leaving
		From	To	

OUTLINE DUTIES OF FORMER EMPLOYMENT WHICH SUPPORT YOUR APPLICATION:

LIST OTHER SKILLS OR QUALIFICATIONS YOU HAVE IN RELATION TO THE POSITION APPLIED FOR:

4. REFERENCES

IF SELECTED FOR AN INTERVIEW, APPLICANTS WILL BE REQUIRED TO PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF **TWO WORK-RELATED, SUPERVISORY REFERENCES.**

Supervisor's Name:	Supervisor's Position Title:	Company:	Telephone #:
_____	_____	_____	_____
_____	_____	_____	_____

Are you legally entitled to work in Canada? Yes No

If there is insufficient space to fully describe your duties and responsibilities or list all of your previous relevant employment, please use additional pages. Have you attached additional information? Yes No

Prior to commencement of employment, **all** successful applicants must: secure a Police Vulnerable Sector Check (PVSC) dated within the past six (6) months deemed satisfactory by the Board, at their own expense (as required by the Education Act and Regulations). Custodians must undergo a job-related work fitness test which demonstrates that they are physically able to perform the essential duties of the job (in accordance with the Human Rights Code).

I HEREBY DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND COMPLETE TO MY KNOWLEDGE. I UNDERSTAND THAT A FALSE STATEMENT MAY DISQUALIFY ME FROM EMPLOYMENT OR CAUSE MY DISMISSAL.

Signature: _____ Date: _____

This form must be submitted online, directly through Apply to Education. Please include it as an attachment to your online application.

While we appreciate all applications, we will acknowledge only those applicants invited for an interview. Applications will be retained for a period of six months. The personal information received and retained in your application is collected under the authority of the Education Act, and will be used to determine qualifications for employment. Questions concerning retention of this information should be directed to the Manager of Employee Services.