



**THUNDER BAY CATHOLIC DISTRICT  
SCHOOL BOARD**  
 Education Centre, 459 Victoria Avenue West  
 Thunder Bay, ON P7C 0A4  
 PHONE: (807) 625-1555 FAX # (807) 625-8601  
 EMAIL: hrposting@tbcschools.ca

<b>POSITION APPLIED FOR</b>
<hr/> (Custodian, Secretary, Student Support Person, Lunchroom Supervisor, Information Technology, Financial Services, Human Resources, Management, etc.)
Full: <input type="checkbox"/> Part Time: <input type="checkbox"/> Supply: <input type="checkbox"/>

## APPLICATION FOR NON-EDUCATIONAL POSITIONS

### 1. PERSONAL INFORMATION

Family Name:	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: YES <input type="checkbox"/> NO <input type="checkbox"/>	No. of Years Completed: _____ 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	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 Criminal Record Check 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 & Student Support Persons 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: \_\_\_\_\_

**\* APPROVED BY THE HUMAN RIGHTS COMMISSION**

*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 and to compile non-identifying employment statistics. Questions concerning this collection should be directed to the Manager of Human Resources.*