



## EAST CENTRAL ALBERTA CATHOLIC SEPARATE SCHOOL DIVISION

1018-1 Avenue Wainwright, AB T9W 1G9

P: 780-842-3992 OR F: 780-842-5322

### SUBSTITUTE TEACHER APPLICATION

#### CONTACT INFO

|                        |        |             |              |
|------------------------|--------|-------------|--------------|
| LAST NAME:             |        | FIRST NAME: |              |
| PHONE:                 | EMAIL: | FAX:        |              |
| STREET ADDRESS/PO BOX: |        | CITY/PROV:  | POSTAL CODE: |

#### PERSONAL INFO

|                                                                                                 |                            |
|-------------------------------------------------------------------------------------------------|----------------------------|
| BIRTH DATE:                                                                                     | TEACHING CERTIFICATE TYPE: |
| CERTIFICATE NUMBER:                                                                             | CERTIFICATE EXP. DATE:     |
| HAVE YOU EVER WORKED FOR THE DIVISION? <input type="checkbox"/> YES <input type="checkbox"/> NO |                            |
| IF YES, WHEN?                                                                                   |                            |

#### SCHOOLS

(Please check the schools you are interested in subbing at)

|                                                     |                          |                                                                  |                          |
|-----------------------------------------------------|--------------------------|------------------------------------------------------------------|--------------------------|
| Blessed Sacrament School<br>Wainwright, AB          | <input type="checkbox"/> | St. Jerome's School<br>Vermilion, AB                             | <input type="checkbox"/> |
| Blessed Sacrament Outreach School<br>Wainwright, AB | <input type="checkbox"/> | St. Thomas Aquinas School<br>Provost, AB                         | <input type="checkbox"/> |
| Christ King School<br>Stettler, AB                  | <input type="checkbox"/> | Theresetta Catholic School<br>Castor, AB                         | <input type="checkbox"/> |
|                                                     | <input type="checkbox"/> | School of Hope<br>Centers: Vermilion, Sherwood Park & Lethbridge | <input type="checkbox"/> |

#### APPROVAL

|                        |                             |
|------------------------|-----------------------------|
| APPLICANT'S SIGNATURE: | SUPERINTENDENT'S SIGNATURE: |
| DATE:                  | DATE:                       |

#### Please attach the following to your application:

- Resume and references (please include email addresses for 3 references including the name of last supervisor)
- Copy of Official Transcript of records (colleges/universities attended)
- Verification of teaching experience (if applicable)
- Copy of Teaching Certificate
- Copy of TQS
- [Authorization for Direct Deposit of Payroll Funds](#)
- [Federal](#) and [Provincial tax](#) forms
- Criminal Record Check (within 6 months from date of application)
- Child Welfare Check (within 6 months from date of application)