



East Central Alberta Catholic Separate School Division
Serving the Communities of Castor, Provost, Vermilion, Wainwright, Stettler

SUPPORT STAFF CONDITIONAL OFFER OF EMPLOYMENT

Date _____

Dear: Mr/Ms _____

I would like to thank you for accepting a Support Staff position with East Central Alberta Catholic Separate School Division commencing on _____ up to and including _____. Your assignment will be working with students needing support and other tasks as assigned by the principal.

This Offer of Employment is contingent and conditional upon the receipt and approval of all the following documentation:

1. Criminal Record Check with Vulnerable Sector Check
2. Child Welfare Check
3. Signed Support Staff Conditional Offer of Employment
4. Technology Responsible Use Agreement
5. Confidentiality Agreement
6. Valid Social Insurance number in the current legal name

East Central Alberta Catholic School Division strives to give every student a sound education in a Christian atmosphere based on teaching of the Catholic Church and reinforced by the Christian lifestyles of all staff members. It is an expectation that staff are concerned with the spiritual, social, psychological, intellectual and physical growth of the students. Employees are expected to live out Catholic Christian values in their own lives and recognize the impact of their lives on the students and their families in our communities.

Initial _____

In accepting this position, the employee agrees to live a Christian lifestyle that will support the teachings of the Catholic Church and policies, and administrative procedures adopted by the East Central Alberta Catholic School Division Policy 1, AP 408.

Initial _____

 Signature of Support Staff Employee

 Date

Congratulations and we look forward to having you as part of our school community.

Best Regards,

Kelly Ehalt
 Deputy Superintendent