



## FORT LA BOSSE SCHOOL DIVISION

### **STUDENT TEACHER/NON-CERTIFIED SUBSTITUTE TEACHER APPLICATION FORM**

#### **PLEASE READ BEFORE COMPLETING APPLICATION FORM:**

This application form is for a Student Teacher to complete if (s)he is applying for approval to substitute teach in the Fort La Bosse School Division. To be considered for substitute teaching in the Division, the following must apply:

- The applicant must be student teaching in a Manitoba School Division in the year they are approved
- The supervising Principal must sign the application to recommend the applicant to substitute teach
- The approval is granted for the current school year only
- The student teacher may not substitute for more than five consecutive days and for no more than a total of 10 days in a school year until they complete their final student teaching placement and forward a letter from Manitoba Professional Certification and Student Records Unit verifying that they are eligible for employment in Substitute or Term Teaching positions.

#### **1. The Application Form**

The applicant must complete all applicable sections of the form.

#### **2. Non-Certified Substitute Teacher Agreement**

Please find attached two copies of the Non-Certified Substitute Teacher Agreement. Print your name and certificate number in the top section of both copies of the agreement, sign your name and have your signature witnessed at the "x" at the bottom of both copies of the agreements. Return both copies of the agreement with your application.

#### **3. Direct Deposit Service Application**

The Fort La Bosse School Division pays employees by direct deposit at the financial institution of the employee's choice. You must complete the direct deposit service application, and attach a void cheque before your application will be approved for employment as a Substitute Teacher. Your banking information will be kept in strict confidence and will be used only for the purpose of direct deposit of your wages to your bank account.

#### **4. TD1 Forms**

Completed, dated, and signed Provincial and Federal TD1 forms must accompany your application.

#### **5. Criminal Records Check and Child Abuse Registry Check**

All individuals considered for employment with the Fort La Bosse School Division must provide a Criminal Records Check and Child Abuse Registry Check. Your application for employment as a Substitute Teacher will not be considered until these checks are received. Please refer below for information to provide a Criminal Record Check and a Child Abuse Registry Check.

- **Criminal Record Check:** Please attend your local police authority office and obtain and submit the original copy of your Criminal Record Check.

#### **Please Complete One of the Following:**

- **School Division Child Abuse Registry Check:** Please follow the directions and complete the Provincial Child Abuse Registry Access Application attached and return in person to the Superintendent's office. **NOTE:** *The Original Document is required and will be retained by the school division. Photocopies are not acceptable.*

**OR**

- **Self Child Abuse Registry Check:** For online substitute teacher applications, a Child Abuse Registry Self-Check is required. Application forms can be obtained from the Manitoba Government website – [http://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry\\_form.html](http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html) **NOTE:** *The complete original 'Self Check' form will need to be presented to the Division as part of the application process, but will not be retained by the Division.*

#### **7. Resume**

Applicants are encouraged to attach a complete resume.

If your application is approved, you will be forwarded a copy of the Non-Certified Substitute Teacher Agreement that is dated and signed by the Division's Board Chair and Secretary-Treasurer. **Please notify the Payroll Office (204-748-2692) of any changes in your address and/or telephone number. If you obtain employment elsewhere or for other reasons wish your application to be withdrawn from our files, please contact us.**



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STUDENT TEACHER/NON-CERTIFIED SUBSTITUTE TEACHER APPLICATION FORM**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Telephone Number(s) (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ email (optional) \_\_\_\_\_

Email Address \_\_\_\_\_ Faculty of Education Graduation Year \_\_\_\_\_

Current University Attending (B.ED.): \_\_\_\_\_

**Work Experience:** List most recent prior work experience.

Company	Location/Address	Position	# Years	Supervisor Name

**Teaching Experience:** List prior student teaching experience

School Division	School	Grades Taught	# Years	Supervising Teacher Name

**References:** List three prior supervisors or people qualified to comment on your teaching ability

Reference Name	Title/Relationship	School Division/School/Company	Mail/Email Address	Phone #

**Availability:** List any restrictions in your availability for substitute teaching

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Circle Your Grade Preferences for Substitute Work:**

K    1    2    3    4    5    6    7    8    9    10    11    12

**Indicate specialty areas that you are qualified/capable of teaching:**

\_\_\_ Sr. Math    \_\_\_ Business Education    \_\_\_ Industrial Arts    \_\_\_ Music    \_\_\_ French  
 \_\_\_ Sr. Science    \_\_\_ Home Economics    \_\_\_ Sr. English    \_\_\_ Band    \_\_\_ Phys. Ed.

**Indicate the schools that you are available for substitute assignment:**

\_\_\_ Elkhorn School                                    \_\_\_ Boundary Lane Colony School                                    \_\_\_ Kola School  
 \_\_\_ Oak Lake Community School                                    \_\_\_ Reston School                                    \_\_\_ Virden Collegiate  
 \_\_\_ Goulter School                                    \_\_\_ Virden Junior High School                                    \_\_\_ Mary Montgomery School  
 \_\_\_ Plainview Colony School

**Applicants are encouraged to attach a current resume.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_