



## FORT LA BOSSE SCHOOL DIVISION – TEACHER - SUBSTITUTE TEACHER APPLICATION FORM

### PLEASE READ BEFORE COMPLETING APPLICATION FORM:

This application form is for substitute teachers to complete and return. An application is not considered complete until all the following have been completed.

**1. The Application Form**

The applicant must complete all applicable sections of the form.

**2. Certification**

In order to be considered for substitute teaching, **you must have a Manitoba Teacher's Certificate and attach a copy of your teaching certificate to the application form.** If you do not have such a certificate, you should contact the Director of Administration and Teacher Certification, Manitoba Education, Box 700, Russell, MB, R0J 1W0, 1-800-667-2378 in order to determine your eligibility for a certificate.

**3. Substitute Teacher Agreement**

As per Manitoba Regulation 109/2005, School Boards who agree to employ a teacher as a substitute and teachers who agree to accept employment as a substitute, must sign an agreement once each school year. Please find attached two copies of the 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.

**4. 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.

**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.***

**6. Resume**

Applicants are encouraged to attach a brief resume.

If your application is approved, you will be forwarded a copy of the 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.**



**FORT LA BOSSE SCHOOL DIVISION – TEACHER and/or SUBSTITUTE TEACHER APPLICATION FORM**

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

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

Email Address (optional) \_\_\_\_\_

Teaching Certificate # \_\_\_\_\_ Professional School Personnel (PSP) # \_\_\_\_\_

(Attach a copy of your Manitoba Teaching Certificate)

(If different from Teaching Certificate #)

Would you like to contribute to TRAF? Yes  No

(Contributions to the Teachers' Retirement Allowance Fund (TRAF) are voluntary as a substitute teacher).

Please indicate if you are in current receipt of a pension pursuant to the Teacher's Pension Act. Yes  No

(If yes you cannot contribute to TRAF & will not be deducted provincial union dues.)

Are you currently in receipt of CPP? Yes  No

(If you are collecting Canada Pension Plan, you cannot contribute.)

Education/Training: List education/training completed

Degree/Diploma	Year Graduated	School/University	Location/Address

Teaching Experience: List prior teaching experience

School Division	School	Grades Taught	# Years	Reason for Leaving

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 \_\_\_\_\_

Approved: Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_



## FORT LA BOSSE SCHOOL DIVISION

### Direct Deposit Application

#### Employee Information

Name: \_\_\_\_\_

#### Mailing Address

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### Banking Information

Attach a void/copy of a cheque or a document from your financial institute with your direct deposit information.

I, the above named employee, hereby authorize Fort La Bosse School Division to deposit both accounts payable and payroll funds due to me into my personal account to the financial institution as noted above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature