



POLICY:
SUBJECT:
APPROVAL DATE:
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GCC
RECRUITMENT
September 21, 1993
February 18, 2003
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1. GENERAL

The Winnipeg School Division believes that every person has the right of equality of opportunity based upon bona fide qualifications, in respect of employment, employment advancement, or promotion.

2. NON DISCRIMINATION

The Division shall not refuse to employ, to continue to employ, or to train any person for employment, to advance or promote that person, and shall not discriminate against that person in respect of employment, or any term or condition of employment because of race, nationality, religion, colour, sex, age, marital status, sexual orientation, physical or mental handicap, ethnic or national origin, political beliefs or family status of that person.

3. EMPLOYMENT RESTRICTIONS

3.1 No person who is an immediate relative of the Chief Superintendent of Schools or any member of the Board of Trustees shall first be employed by the Division during the term of office of that official except as provided for in Section 3.5.

3.1.1 For purposes of this policy relative shall mean spouse, father, mother, sister, brother, son or daughter.

3.1.2 This will not apply to any employee hired by the Division prior to the appointment or election to office of the officials stated above.

3.2 No person shall be first employed or assigned to or remain in the same school, department, or section in which an immediate relative is employed as a supervisor, foreman, department head, principal or administrator.

3.3 No person shall be employed in a position where, by reason of marital or family status, there would be the possibility of:
- collusion
- breach of confidentiality
- conflict of interest.

3.4 No person shall be permitted to hire or be responsible for hiring a member of their own family, a relative or a person about to become a relative.

3.5 Persons who are immediate relatives as set out in Section 1 and who, upon applying for employment in The Winnipeg School Division, are successful in having their application accepted, shall not be employed until such employment is approved by the Board of Trustees by way of a resolution duly recorded in the minutes.

4. POSTING AND ADVERTISING

4.1 Insofar as possible, all vacancies of permanent positions shall be publicized by bulletin posting within the Division and when required, through outside agencies such as Canada Employment and Immigration and/or newspaper, magazine or journal advertising.

4.2 The Chief Superintendent shall have authority to post all vacancies excepting those in the Administrative 11-20 classifications.

4.3 The Board shall be informed of all vacancies in the Administrative 11-20 classifications and shall authorize such positions to be posted.



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5. APPLICATIONS FOR VACANT POSITIONS

- 5.1 Every individual applying for or requesting a transfer to a vacant position, excepting those vacancies in the Administrative 1-10 and/or Administrative 11-20 groups, shall complete the appropriate application or transfer form and submit the completed form to the Human Resources Department. Copies of the application and transfer forms are included in the exhibits.
- 5.2 Every individual applying for or requesting a transfer to a vacant position in the Administrative 1-10 and/or Administrative 11-20 groups, shall submit a written application, including a resume detailing education, experience and reasons for applying, directly to the individual listed on the posting and/or advertisement.

6. PROBATIONARY PERIOD

- 6.1 All new employees hired into permanent positions other than those positions in the Administrative 1-10, Administrative 11-20, teacher and clinician classifications, and administrative and supervisory positions under the collective agreement with the Winnipeg Teachers' Association shall be considered to be on probation for a period of one hundred and twenty (120) paid working days (not including vacation or paid leave of absence) or according to the applicable provisions of the collective agreements.
 - 6.1.1 All new employees in the Administrative 11-20 group shall be considered on probation for a period of one (1) year. If service during this time has proven to be satisfactory, the employee shall be recommended to the School Board for appointment.
 - 6.1.2 All new employees in the Administrative 1-10 group shall be considered on probation for a period of one (1) year.
 - 6.1.3 All appointments to teacher and clinician positions shall be made on a probationary period of one (1) year.
 - 6.1.4 Notwithstanding previous experience, a person's initial appointment to an administrative or supervisory position included under the collective agreement with the Winnipeg Teachers' Association shall be for a two (2) year probationary period.

7. INTERVIEWING EXPENSES

- 7.1 It is recognized that, from time to time, the recruitment process may entail travel expenses for individuals from outside the Winnipeg area to come to the Division to meet staff, to tour facilities and to be interviewed. To this end the Division is prepared to pay economy air fare, taxi fare, accommodation and meal expenses for the applicant.
- 7.2 The Chief Superintendent and/or designate shall have authority to approve expenses incurred for the purposes of interviewing prospective applicants.

8. AUTHORITY TO HIRE

- 8.1 The Chief Superintendent and/or designate shall be authorized to hire, appoint and/or promote all staff excepting those in the Administrative 11-20 classifications and administrative and supervisory positions included under the collective agreement with the Winnipeg Teachers' Association.
- 8.2 The Board, on the recommendation of the Superintendent, shall determine appointments and/or promotions of staff in the Administrative 11-20 classifications and administrative or supervisory positions under the collective agreement with the Winnipeg Teachers' Association.



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9. STAFF ASSIGNMENTS AND TRANSFERS

9.1 Teaching/Clinical Staff

- 9.1.1 A teacher shall be assigned to a specific position by or under the direction of the Chief Superintendent, and may be transferred to any other position for which the teacher is qualified. Transfers which involve promotion or demotion of a teacher to, or in, or from administrative or supervisory positions shall be submitted to the Board for approval.
- 9.1.2 Transfers may be made at the initiative of the Chief Superintendent or other administrative officer or at the request of the teacher, and for any purpose which, in the judgment of the Chief Superintendent, is best for the welfare of the teacher or the schools.
- 9.1.3 All requests for transfer made by a supervisor for a subordinate shall be submitted in writing with an explanation of the reasons for such a request.
- 9.1.4 A request for transfer from a teacher shall, upon request by the teacher, be confidential, until such time as it becomes necessary to confer with the teacher's present and prospective superior officers in making final decisions and arrangements.

9.2 Support Staff

- 9.2.1 Certain non-professional staff assignments and transfers are covered by various collective agreements.
- 9.2.2 The applicable sections of 9.1 of this policy will determine assignments and transfers for those non-professional staff not covered by collective agreements.

10. Teacher Surplus

- 10.1 Teachers who are declared surplus in their school shall be given priority for placement in vacant positions.

11. Employees Covered By Collective Agreements

- 11.1 Where provisions for recruitment exist within a collective agreement, they shall apply.



**ADMINISTRATIVE RULE/
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Regulations governing procedures and operations for the recruitment of staff as determined by the Chief Superintendent.

1. Advertising

- 1.1** When a vacancy is created, except for vacancies within the Administrative 11-20 classifications, the Chief Superintendent or designate shall have the responsibility of determining and approving when advertising in external media shall take place.

2. Interview Expenses

- 2.1.1** Individuals should not normally be required to spend more than one day at the Division, although, depending on the circumstances, more time may be required.
- 2.1.2** Prior to an interview being held with an applicant for a vacant position, the Chief Superintendent and the Director of Human Resources shall determine those expenditures (and the dollar amounts) for which an applicant will be reimbursed.
- 2.1.3** Reimbursement will be made only upon presentation of official receipts by the applicant. In many cases travel and accommodation is arranged directly by the Human Resources Department.

3. Criminal Record Search and Provincial Child Abuse Registry Check

- 3.1** All new employees must have a criminal record search and child abuse registry check prior to being offered employment with the Division. The following procedure will be followed:
- 3.1.1** Applicants who are selected for employment with the Division shall be informed that employment is subject to the Division receiving documentation that a criminal record search has been completed and that the Division has conducted a child abuse registry check.
- 3.1.2** In situations where the criminal record search and/or child abuse registry check has not been completed prior to an individual's proposed start date, the individual shall be placed on staff as a casual or substitute employee until such time as the documentation is received.
- 3.1.3** Employment decisions regarding a candidate where a police or child abuse registry record exists will be at the discretion of the Division and will be made by the Director of Human Resources taking the following into consideration:
- the nature of the offence for which the person was convicted;
 - the relevance and risk the offence poses in relation to the duties for which the applicant is being considered;
 - the length of time since the conviction;
 - the circumstances surrounding the charge and conviction as described by the applicant and, if necessary, verified by other references;
 - references from past employers;
 - the rehabilitative efforts made by the candidate.
- 3.1.4** If it is judged that the offence(s) is such that there is a risk for potential harm to the Division students or staff, the person will not be hired and will be advised accordingly by the Director of Human Resources.
- 3.1.5** Candidates who are not employed as a result of a criminal or child abuse record may appeal this decision to the Chief Superintendent. Candidates appealing a decision must make their appeal in writing and include all information which they wish to have considered.



**ADMINISTRATIVE RULE/
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- 3.1.6** The Chief Superintendent will notify the candidate in writing of the outcome of the appeal.
- 3.2** Applicants selected for employment shall be provided with copies of the following:
- 3.2.1** An application form granting the Division the right to request access to the provincial child abuse registry which the individual must complete and return to the Division. The Division will submit the request directly to the Provincial Child Abuse Registry office.
- 3.2.2** A Criminal Record Search form which the individual must complete and submit for processing to the Bureau of Police Records. The Division must be provided documentation from the Bureau of Police Records which details the results of the Criminal Record Search.
- 3.3** Applicants who have undergone a criminal records search for professional certification purposes during the twelve months prior to their application with the Division shall not be required to undergo another search. The Division shall be provided documentation that a criminal record search was completed and certification was granted to the individual.
- 3.4** Upon receipt and review of the completed Criminal Record Search and Child Abuse Registry check the individual will be informed that their employment has been confirmed if there is no information provided to the Division which would affect this decision. If information is provided which affects the employment decision the individual shall be informed that employment cannot be confirmed.

4. Professional Staff Hiring

- 4.1** All applications for teaching positions are given full consideration. The following procedure will be followed:
1. letters will be sent to the persons whose names are given for reference, asking them to submit an evaluation of the applicant's effectiveness as a teacher;
 2. on the basis of the experience, qualifications and the information obtained in references, selected applicants will be identified as top-rated prospects;
 3. interviews will be arranged for these persons at the School Division's Administration Building. During the spring, in anticipation of numerous staff changes for September, the top-rated applicants may be given the opportunity to be interviewed by teams of principals and other administrators. At other times of the year suitable candidates will be interviewed by the Assistant Director of Human Resources;
 4. candidates will be assessed further on the basis of the interview;
 5. before outside teachers are appointed, an attempt will be made to place teachers within the Division who are already on contract or are returning from leave of absence;
 6. as soon as the Division becomes aware of the need to recruit additional teachers from outside, suitable candidates will be invited to a further interview with the principal of the school in which there is a vacancy;



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7. the principal and Assistant Director of Human Resources will discuss the relative merits of various candidates and a recommendation for the appointment of the most suitable person will be presented to the Chief Superintendent.

Once approval is given by the Chief Superintendent and a Criminal Record Search and Child Abuse Registry Check has been conducted a letter will be sent to the successful candidate informing of the recommendation for the appointment and a contract will be sent to the teacher for signature.

- 4.2** Applications will remain in the “active” file for a period of one (1) year. Candidates who wish to renew their applications should so inform the Human Resources Department. Similarly, it is helpful if applicants notify the Human Resources Department if they obtain employment elsewhere or, for any other reason, no longer wish their application to be considered. The Division will initiate communication with applicants only when there is a prospect for a suitable opening. However, any applicant will be invited to telephone the Human Resources Department to enquire about the status of their application.



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THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940
TEACHER APPLICATION

be considered for an interview, a **COMPLETE** application must be submitted including copies of all applicable certificates and
omas. A complete application may include the following items:

Application Form ☐ Current Resumé ☐ Student Teaching/Teacher Evaluation Reports
Reference Letters ☐ Post-Secondary Transcripts

PERSONAL INFORMATION (Please Print)

Name: _____
Surname First Middle
Address: _____
Box, Street, etc.
City/Town Province Postal Code
Phone Numbers: (Home) _____ (Work) _____ (Cell/Other) _____
Email Address: _____ Do you have a valid Driver's License? ☐ Yes ☐ No

re you ever been employed with the Winnipeg School Division before? ☐ Yes ☐ No
es: Year(s) _____ Position(s) _____

Are you legally entitled to work in Canada? ☐ Yes ☐ No

Availability: Please indicate your availability i.e. Mon/Wed/Fri etc. _____

Application is for: ☐ Full-Time ☐ Part-Time ☐ Substitute

EDUCATION & TRAINING

1. Post-Secondary Education:

Dates Attended	Name and Location of School	Type of Program/ Related Courses	Grade Completed egree/Diploma/Certificate	Year of Graduation
m:				
m:				
m:				
m:				



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2. Vocational Education/Experience (special training, occupational or trade experience)

Name of Institution or Company	Position	From Month - Year	To onth - Year	Credentials

3. Certification

- ☐ MB Teaching Certificate (Number) _____
Prof. School Personnel Number (PSP) _____
- ☐ Special Education Certificate (Number) _____
- ☐ Guidance

Type of Certificate

- ☐ Prof. Permanent
- ☐ Prof. Provisional (expiry date: _____)
- ☐ Special ☐ Vocational

4. Languages (Indicate with a _ which languages you can speak/read/write)

	Speak	Read	Write
Aboriginal Languages			
Ojibwe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filipino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hebrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portuguese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ukrainian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GRADE & SUBJECT PREFERENCE

1. Level(s) you are qualified to teach:

- ☐ Early Years: N-K ☐ Primary: 1-3 ☐ Intermediate: 4-6 ☐ Junior High: 7-8 ☐ Senior Years: S1-S4

2. Curricular Areas (Indicate your 1st, 2nd and 3rd choice of areas you are qualified and prepared to teach)

Art Business Education Computer Technology English Language Arts E.S.L. French: () Basic () Immersion Guidance/Counselling Library Math: () Applied () Consumer () Calculus () Pre-Calculus () Other: _____	Music () Band () Choral () Other: _____ Performing Arts () Dance () Drama () Other: _____ Physical Education Resource Science: () Biology () Chemistry () Computer Science () General Science () Physics () Other: _____	Social Studies: () Geography () History () Social Studies () Other: _____ Special Education OTHER: () Home Economics () Industrial Arts () Vocational () Other: _____
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3. Special Needs:	Experience	Course Work	Experience	Course Work
Mildly Mentally Handicapped	<input type="checkbox"/>	<input type="checkbox"/>	Multiply/Physically Handicapped	<input type="checkbox"/>
Emotionally Behaviorally Disordered	<input type="checkbox"/>	<input type="checkbox"/>	Severely Learning Disabled	<input type="checkbox"/>
Deaf/Hard of Hearing	<input type="checkbox"/>	<input type="checkbox"/>	Moderately Mentally Handicapped	<input type="checkbox"/>
Language Disordered	<input type="checkbox"/>	<input type="checkbox"/>	Visually Impaired	<input type="checkbox"/>

EXPERIENCE

1. **Teaching:** List all teaching experience in chronological order from most recent to least. (Do not include permit or student teaching.)

Name and Location of School, Division or District	Grade or Subject Taught	From _____ To _____			Reason for Leaving
		yr.	mo.	yr.	
	al	rs	nth		

2. **Extra-Curricular Activities:** If accepted for employment with The Winnipeg School Division, please indicate the co-curricular or extra-curricular activities which you are prepared to initiate, direct and supervise.

APPLICANT DISCLOSURES

1. Do you have any physical, mental disabilities or health problems affecting the position applied for? ☐ Yes ☐ No
- OR Do you have any physical, mental disabilities or health problems you wish The Winnipeg School Division to take into consideration when determining job placement? ☐ Yes ☐ No
- If yes, please indicate: _____
2. Have you been convicted of a criminal offence including an offence under the Criminal Code of Canada, the Narcotics Control Act, The Highway Act or The Summary Convictions Act? ☐ Yes ☐ No
- If yes, please provide details of the charge: _____
3. Are there currently any outstanding criminal charges against you? ☐ Yes ☐ No
- If yes, please provide details of the charge: _____

Yes, to any of the above questions will not automatically result in exclusion from employment. The requirements of the position and the circumstances related to the charge will be considered.

In the event that a decision is made not to employ you, a process exists to appeal this decision. You will be informed of the process if a decision is made not to employ you as a result of a criminal record.



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APPLICANT DECLARATION

Reference Checks

The Winnipeg School Division reserves the right to make a thorough investigation regarding any information pertaining to an applicant that it deems relevant to the position applied for. The Division will contact persons or organizations provided by the applicant for the purpose of obtaining job-related information including educational history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for employment with the Division. Reference checks will be completed in confidence and information gathered will be retained in confidence by the Division.

I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission may result in my dismissal if I am employed.

If employed I agree to abide by the policies, procedures and working conditions established by The Winnipeg School Division.

I understand that the Division has adopted a policy which requires all individuals offered employment with the Division to undergo a Criminal Record Search (including a Vulnerable Sector Search) and a Child Abuse Registry Check prior to final confirmation of employment. Employment is conditional upon the results of these checks. (Disclosure of a criminal record may not necessarily preclude you from the position for which you are being considered.)

HEREBY AUTHORIZE THE WINNIPEG SCHOOL DIVISION TO CONDUCT A PERSONAL INVESTIGATION IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT; AND HEREBY AUTHORIZE ANY PERSON, EMPLOYER, OR ORGANIZATION, TO PROVIDE ANY INFORMATION, OPINION, REPORTS, RECORDS, DOCUMENTS OR COPIES THEREOF IN ANY FORM WHICH MAY BE REQUESTED IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT WITH THE WINNIPEG SCHOOL DIVISION.

Signature of Applicant

Date

As personal information is being collected under the authority of The Public Schools Act, The Employment Standards Act and Division Policy GCC and will be used for employment related purposes. It is protected by the Protection of Privacy Provisions of The Freedom of Information and Protection Privacy Act. If you have any questions about the collection, contact the Director of Human Resources at (204) 944-0231.

The Winnipeg School Division has an employment equity policy which strives towards a fair representation of women, aboriginal peoples, disabled persons and minorities at all levels with the Division.

The Winnipeg School Division is a smoke-free environment.

The Winnipeg School Division



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CRUITMENT OF TEACHING STAFF

1. The Division establishes a pool of teachers from which it recruits to fill the vacancies on its teaching staff. The number of vacancies available depends on the number of teachers leaving the Division, but also on the number of contract teachers returning from leave of absence, or surplus from their school who must be assigned in available openings. Teachers who have been on limited term contracts with the Division, substitutes on the Division's staff, and former Division staff are normally given primary consideration for vacancies not filled by contract staff.
2. **New Applicants receive consideration as follows:**
 - a) Applications are screened by the Human Resources Department to identify those which meet the Division's current needs, both in terms of the number and the kind of staff required.
 - b) Those selected may be scheduled for an interview.
 - c) Final selections are made by the Principal in consultation with the Director of Human Resources or designate
 - d) All interviewed candidates are notified of the final decision.
 - e) A confirmation letter is sent to the successful candidate informing him/her of the terms of the assignment.
 - f) A contract is prepared and sent to the teacher for signature and return.
 - g) The Winnipeg School Division is committed to providing a safe environment for students and staff. As most positions with the Division involve contact with children, the Division has adopted a policy that requires all individuals prior to final confirmation of employment to provide a Criminal Record check (including a Vulnerable Sector Search) and undergo a Child Abuse Registry Check.

PLICATION INSTRUCTIONS

In order for your application to be considered, you must include the following items:

- a) Completed application form (including resumé)
- b) Copy of complete and up-to-date post secondary transcript(s)
- c) Three letters of reference
- d) Copies of student teaching reports and teacher evaluation reports
- e) Manitoba Teacher's Certificate

a) Application Form

The application form must be completed in its entirety. Do not indicate "see resumé" in any section of the form. Your signature indicates that information on the application is correct in every detail. Be sure to sign and date your application. It is your responsibility to notify the Human Resources Department if your address or telephone number changes or if for other reasons you no longer wish your application to be considered.

A resumé provides an opportunity for you to strengthen your application by providing additional information about your experience, interests and abilities. Previous work experience, involvement with children, participation in community activities, leadership experience, and participation in co-curricular activities are examples of information which you might include.

b) Post-Secondary Education

Transcripts of all post-secondary work completed must accompany this application. If your transcript is incomplete because the final year is still in progress, you should submit a partial transcript and supply the final information as soon as it is available.

c) References

The Division requires three letters of recommendation from individuals who are familiar with the quality of your teaching including the principal under whom you last taught. Complete the attached reference forms, filling out referee name and address, and the forms will be sent to your referees on your behalf.

d) Student Teaching Evaluation Reports

If you have had no contracted teaching experience, submit copies of all student teaching reports. If you have five years of teaching experience or less, submit both student teaching reports and copies of teaching evaluations from contracted teaching positions.

e) Evidence of Certification

To be considered for a teaching position in The Winnipeg School Division, it is necessary to obtain a Manitoba Teacher's Certificate and to enter your certificate number on the application form. If you do not have a Manitoba Certificate you should contact the Director of Administration and Teacher Certification, Manitoba Education, Box 700, Russell, Manitoba R0J 1W0, 1-800-667-2378



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THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940

Human Resources Department

Information for Applicants for Teaching Positions

Please read before completing the application form:

A. This application is not considered complete until all of the following have been completed and received:

1. **References**

On the application form and enclosed blue reference forms (these forms must be returned in your application package, the Division will send these out for you), please provide the names, addresses, and phone numbers of three persons who are familiar with the quality of your teaching. These must include the principal under whom you last taught. If you are a beginning teacher, also include copies of your student teaching evaluations with this application. The submission of a written reference may be followed up by telephone contact.

2. **Certification**

In order to be considered for a teaching position in The Winnipeg School Division, it is necessary to obtain a Manitoba Teacher's Certificate and to enter your certificate number on 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, Manitoba, R0J 1W0, 1-800-667-2378 in order to determine your eligibility for a certificate.

3. **University Transcripts**

Transcripts of all post-secondary work completed must accompany this application.

4. **The Application Form**

All applicable sections of the form must be completed by the applicant, particularly those sections which detail Education (III) and Experience (IV).

Applications should be addressed to the Assistant Director of Human Resources, clearly marked "Teaching Application", The Winnipeg School Division, 1577 Wall Street East, Winnipeg, Manitoba R3E 2S5.

The application form may be accompanied by a general letter or resumé giving details relating to the application.

Applications on file for over one year will be considered withdrawn.

B. **Completing the Application Form**

The Winnipeg School Division wishes to staff its schools with the best qualified teachers available. In completing this application form and indicating the levels, subjects, or special areas in which you are qualified to teach, please keep the following Winnipeg School Division requirements in mind:

- a) A Manitoba Teaching Certificate or eligibility for same.
- b) At least one complete University degree.



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B. Completing the Application Form (continued...)

Requirements

- c) Previous teaching experience and specialized training/education are essential to be considered for positions in Special Education, Resource and Counselling.
- d) Specialized training/education (or experience) is also required for positions in library, art, early childhood, physical education, music, E.S.L., French and other foreign languages, Vocational, Industrial Arts, Home Economics and Business Education.
- e) At least one course in Reading Methodology is required for elementary and junior high positions.
- f) A major/minor in the subject area(s) to be taught is required for positions at the secondary level. For senior high positions, a complete degree in the subject area is preferred.

C. Recruitment of Teaching Staff

- 1. The Division establishes a pool of teachers from which it recruits to fill vacancies in the teaching staff complement. The number of vacancies available depends on the number of teachers leaving the Division, but also on the number of contract teachers returning from leave of absence, or surplus from their school who must be assigned to available openings.
- 2. New Applicants receive consideration as follows:
 - a) Applications are screened by the Human Resources Department to identify those which meet the Division's current needs, both in terms of the number and the kind of staff required.
 - b) Those selected at this stage of the process are called in for an interview either by the Assistant Director of Human Resources, a Division consultant, or a school principal.
 - c) Final selections are made by the principal in consultation with the Assistant Director of Human Resources.
 - d) All interviewed candidates are notified of the final decision.
 - e) A letter of assignment is sent to the successful candidate informing him/her of the terms of the assignment. A contract is prepared and sent to the teacher for signature and return.

Note: Teaching vacancies in the School Division are usually not advertised in the newspaper; candidates are selected from the general pool of applications.

Applicants remain "active" for one calendar year from date of application.

Candidates who wish to keep their application "active" must complete a new application form each year in order to ensure that such items as experience and educational qualifications are current.

Only those applicants selected for an interview will be contacted.

Applicants should notify the Human Resources Department if they obtain employment elsewhere or, for other reasons, no longer wish their application to be considered.

The Winnipeg School Division is a smoke-free environment



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THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940

Human Resources Department

OPTIONAL

We require this information to establish an employee number for you

Date of Birth: _____
(year) (month) (day)

Social Insurance Number: _____

This information will be used only when you have been offered employment with The Winnipeg School Division.



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ESSAY

ON THIS PAGE, PLEASE COMPLETE A *HAND-WRITTEN* ESSAY ON THE FOLLOWING TOPIC

“What specific skills and abilities do you possess that would make you successful in a classroom position?”



EXHIBIT
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**The Winnipeg School Division
Teacher Reference Form**

Date: _____

(Reference Name)

(Apt/Suite/Street)

(City) (Prov) (Postal Code)

_____, has applied for a teaching position with The Winnipeg School Division and has given your name as a reference.

(Applicant Name)

Please indicate your assessment of this applicant's qualifications. The form below is provided to enable you to report on those characteristics about which you have sufficient evidence to form a judgment. Please feel free to use the form or to give a written statement if you prefer.

Please return completed form at your earliest convenience to the address given below. Thank you for your cooperation.

	<i>Superior</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
Communication Skills: (a) English (b) Other Languages (please specify)				
Relations with colleagues				
Relations with pupils				
Use of a variety of appropriate teaching strategies				
Classroom management				
Knowledge of subject matter				
Professional promise (for beginning teachers)				
Organization and general efficiency				
Leadership qualities				

How long have you known this candidate as a teacher? _____ During what period? _____

In what capacity were you associated with the candidate? _____

Knowing what you do about this candidate, would you recommend employing him/her? ☐ Yes ☐ No

Additional comments: (Please use other side of sheet if further space is necessary.)

Name

Position

Telephone No.

Date

Please return completed form directly to:

Assistant Director, Human Resources, The Winnipeg School Division, 1577 Wall Street East, Winnipeg, Manitoba, R3E 2S5

The Winnipeg School Division



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GCC-E(2)

THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Tel (204) 789-0483 www.wsd1.org

CLINICIAN APPLICATION

be considered for an interview, a **COMPLETE** application must be submitted including copies of all applicable certificates and
omas. A complete application must include the following items:

☐ Application Form ☐ Current Resumé ☐ Post-Secondary Transcripts

PERSONAL INFORMATION (Please Print)

Name: _____
Surname First Middle

Address: _____
Box, Street, etc.

City/Town Province Postal Code
Phone Numbers: (Home) _____ (Work) _____ (Cell/Other) _____

Email Address: _____

re you ever been employed with the Winnipeg School Division before? ☐ Yes ☐ No

es: Year(s) _____ Position(s) _____

Are you legally entitled to work in Canada? ☐ Yes ☐ No

Application is for: ☐ Full-Time ☐ Part-Time

Position: _____

EDUCATION & TRAINING

1. Post-Secondary Education:

ates Attended	Name and Location of Institution	Major area of study	icate number of units, semester hours, and/or quarter hours	gree, Diplomas, ificates Obtained	ar of aduation
m:					
m:					
m:					

--	--	--	--	--	--



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2. Certification

- ☐ MB Teaching Certificate (Number) _____ ☐ Special Education Certificate (Number) _____
- ☐ MB Clinician Certificate (Number) _____ ☐ Guidance
 Prof. School Personnel Number (PSP) _____ *Type of Certificate*
- ☐ Other (e.g. PAM, MASHA) _____ ☐ Prof. Permanent
☐ Prof. Provisional (expiry date: _____)

3. Area of Specialty (Indicate with a _ in which specialty area you are qualified)

- Audiology ☐ Psychology ☐
- Clinical Reading ☐ Social Work ☐
- Deaf/Hard of Hearing ☐ Speech Language Pathology ☐

4. Languages (Indicate with a _ which languages you can speak/read/write)

- | | Speak | Read | Write |
|---------------------------------------|--------------------------|--------------------------|--------------------------|
| Aboriginal Languages | | | |
| Ojibwe <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cree <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: _____ <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| English <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Filipino <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| French <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hebrew <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Portuguese <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spanish <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ukrainian <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: _____ <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

EXPERIENCE

List previous employment in order beginning with the present or last employer:

Employer	Position	Date Started/Left
Briefly outline duties performed		
Employer	Position	Date Started/Left
Briefly outline duties performed		



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EXPERIENCE (Cont'd)

<u>Employer</u>	<u>Position</u>	<u>Date Started/Left</u>
Please briefly outline duties performed		

1. **Extra-Curricular Activities:** Please indicate particulars of active participation in extra-curricular, cultural & community activities:

REFERENCES

Please list three (3) persons and their full addresses who are familiar with your professional competence.

Name	Position	Employer	Address	Telephone

APPLICANT DISCLOSURES

1. Do you have any physical, mental disabilities or health problems affecting the position applied for? ☐ Yes ☐ No
- OR Do you have any physical, mental disabilities or health problems you wish The Winnipeg School Division to take into consideration when determining job placement? ☐ Yes ☐ No
- If yes, please indicate: _____
2. Have you been convicted of a criminal offence including an offence under the *Criminal Code of Canada*, the *Narcotics Control Act*, the *Highway Traffic Act* or the *Summary Convictions Act*? ☐ Yes ☐ No
- If yes, please provide details of the charge: _____
3. Are there currently any outstanding criminal charges against you? ☐ Yes ☐ No
- If yes, please provide details of the charge: _____

Yes, to any of the above questions will not automatically result in exclusion from employment. The requirements of the position and the circumstances related to the charge will be considered.

In the event that a decision is made not to employ you, a process exists to appeal this decision. You will be informed of the process if a decision is made not to employ you as a result of a criminal record.

The Winnipeg School Division



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APPLICANT DECLARATION

Reference Checks

The Winnipeg School Division reserves the right to make a thorough investigation regarding any information pertaining to an applicant that it deems relevant to the position applied for. The Division will contact persons or organizations provided by the applicant for the purpose of obtaining job-related information including educational history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for employment with the Division. Reference checks will be completed in confidence and information gathered will be retained in confidence by the Division.

I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission may result in my dismissal if I am employed.

If employed I agree to abide by the policies, procedures and working conditions established by The Winnipeg School Division.

I understand that the Division has adopted a policy which requires all individuals offered employment with the Division to undergo a Criminal Record Search (including a Vulnerable Sector Search) and a Child Abuse Registry Check prior to final confirmation of employment. Employment is conditional upon the results of these checks. (Disclosure of a criminal record may not necessarily preclude you from the position for which you are being considered.)

HEREBY AUTHORIZE THE WINNIPEG SCHOOL DIVISION TO CONDUCT A PERSONAL INVESTIGATION IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT; AND HEREBY AUTHORIZE ANY PERSON, EMPLOYER, OR ORGANIZATION, TO PROVIDE ANY INFORMATION, OPINION, REPORTS, RECORDS, DOCUMENTS OR COPIES THEREOF IN ANY FORM WHICH MAY BE REQUESTED IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT WITH THE WINNIPEG SCHOOL DIVISION.

Signature of Applicant

Date

Personal information is being collected under the authority of The Public Schools Act, The Employment Standards Act and Division Policy GCC and will be used for recruitment and selection purposes. It is protected by the Protection of Privacy provisions of The Access to Information and Protection Privacy Act. If you have any questions about the collection, contact the Director of Human Resources at (204) 775-0231.

The Winnipeg School Division has an employment equity policy which strives towards a fair representation of women, aboriginal peoples, disabled persons and minorities at all levels with the Division.

The Winnipeg School Division is a smoke-free environment.

The Winnipeg School Division



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CRUITMENT OF CLINICAL STAFF

1. The Division establishes a pool of clinicians from which it recruits to fill the vacancies on its clinical staff. The number of vacancies available depends on the number of clinicians leaving the Division, but also on the number of contract clinicians returning from leave of absence, or surplus from their school who must be assigned in available openings. Clinicians who have been on limited term contracts with the Division, substitutes on the Division's staff, and former Division staff are normally given primary consideration for vacancies not filled by contract staff.
2. **New Applicants receive consideration as follows:**
 - a) Applications are screened by the Human Resources Department to identify those which meet the Division's current needs, both in terms of the number and the kind of staff required.
 - b) Those selected may be scheduled for an interview.
 - c) Final selections are made by the Principal in consultation with the Director of Human Resources or designate.
 - d) All interviewed candidates are notified of the final decision.
 - e) A confirmation letter is sent to the successful candidate informing him/her of the terms of the assignment.
 - f) A contract is prepared and sent to the clinician for signature and return.
 - g) The Winnipeg School Division is committed to providing a safe environment for students and staff. As most positions with the Division involve contact with children, the Division has adopted a policy that requires all individuals prior to final confirmation of employment to provide a Criminal Record check (including a Vulnerable Sector Search) and undergo a Child Abuse Registry Check.

PLICATION INSTRUCTIONS

In order for your application to be considered, you must include the following items:

- a) Completed application form (including resumé)
- b) Copy of complete and up-to-date post secondary transcript(s)
- c) Manitoba Teacher's Certificate

a) **Application Form**

The application form must be completed in its entirety. Do not indicate "see resumé" in any section of the form. Your signature indicates that information on the application is correct in every detail. Be sure to sign and date your application. It is your responsibility to notify Human Resources if your address or telephone number changes or if for other reasons you no longer wish your application to be considered.

A resumé provides an opportunity for you to strengthen your application by providing additional information about your experience, interests and abilities. Previous work experience, involvement with children, participation in community activities, leadership experience, and participation in co-curricular activities are examples of information which you might include.

Applicants remain "active" for one calendar year from date of application. If your transcript is incomplete because the final year is still in progress, you should submit a partial transcript and supply the final information as soon as it is available.

b) **Post-Secondary Education**

Transcripts of all post-secondary work completed must accompany this application. If your transcript is incomplete because the final year is still in progress, you should submit a partial transcript and supply the final information as soon as it is available.

c) **Evidence of Certification**

To be considered for a teaching position in Winnipeg, it is necessary to obtain a Manitoba Teacher's Certificate and to enter your certificate number on the application form. If you do not have a Manitoba Certificate you should contact the following: Director of Administration and Teacher Certification, Manitoba Education, Box 700, Russell, Manitoba R0J 1W0, 1-800-667-2378



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GCC-E(3)

THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940
GENERAL APPLICATION
(Including Clerical & Computer Support)

be considered for an interview, a **COMPLETE** application must be submitted including copies of all applicable certificates and
omas. A complete application may include the following items:

☐ Application Form ☐ Current Resumé ☐ Post-Secondary Transcripts ☐ Certificates/Diplomas

PERSONAL INFORMATION (Please Print)

Name: _____
Surname First Middle

Address: _____
Box, Street, etc.

City/Town Province Postal Code

Phone Numbers: (Home) _____ (Work) _____ (Cell/Other) _____

Email Address: _____ Do you have a valid Driver's License? ☐ Yes ☐ No

re you ever been employed with the Winnipeg School Division before? ☐ Yes ☐ No

es: Year(s) _____ Position(s) _____

Are you legally entitled to work in Canada? ☐ Yes ☐ No

Availability: Please indicate your availability i.e. Mon/Wed/Fri etc. _____

Application is for: ☐ Full-Time ☐ Part-Time ☐ Substitute

EDUCATION & TRAINING

1. Post-Secondary Education:

Dates Attended	Name and Location of School	Type of Program/ Related Courses	Grade Completed Degree/Diploma/Certificate	Year of Graduation
m:				
m:				
m:				
m:				



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2. Summary of Training, Experience & Certification (Check all that apply)

Clerical/Secretarial Training

- ☐ Keyboarding (w.p.m.) _____
- ☐ Shorthand/Speedwriting (w.p.m.) _____
- ☐ Accounting/Bookkeeping
- ☐ Payroll/Pension/Benefits
- ☐ Audit/Accounting
- ☐ School Experience
- ☐ Information Systems
- ☐ Library Technology

Software Knowledge

- ☐ Word
- ☐ Publisher
- ☐ Excel
- ☐ Access
- ☐ WordPerfect

Computer Support Positions of Experience	
<input type="checkbox"/> Network	_____
<input type="checkbox"/> Server	_____
<input type="checkbox"/> Desktop	_____

3. Languages (Indicate with a _ which languages you can speak/read/write)

Aboriginal Languages

- Ojibwe _____
- Cree _____
- Other: _____
- English _____
- Filipino _____
- French _____
- Hebrew _____
- Portuguese _____
- Spanish _____
- Ukrainian _____
- Other: _____

Speak

Read

Write

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- ☐
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EXPERIENCE

List previous employment in order beginning with the present or last employer:

Employer	Position	Date Started/Left
Briefly outline duties performed		
Employer	Position	Date Started/Left
Briefly outline duties performed		



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EXPERIENCE (Cont'd)

<u>Employer</u>	<u>Position</u>	<u>Date Started/Left</u>
Please briefly outline duties performed		

REFERENCES

Please list three (3) persons and their full addresses who are familiar with your professional competence.

Name	Position	Employer	Address	Telephone

APPLICANT DISCLOSURES

1. Do you have any physical, mental disabilities or health problems affecting the position applied for? ☐ Yes ☐ No
- OR Do you have any physical, mental disabilities or health problems you wish The Winnipeg School Division to take into consideration when determining job placement? ☐ Yes ☐ No
- If yes, please indicate: _____
2. Have you been convicted of a criminal offence including an offence under the *Criminal Code of Canada*, the *Narcotics Control Act*, the *Highway Traffic Act* or the *Summary Convictions Act*? ☐ Yes ☐ No
- If yes, please provide details of the charge: _____
3. Are there currently any outstanding criminal charges against you? ☐ Yes ☐ No
- If yes, please provide details of the charge: _____

Yes, to any of the above questions will not automatically result in exclusion from employment. The requirements of the position and the circumstances related to the charge will be considered.

In the event that a decision is made not to employ you, a process exists to appeal this decision. You will be informed of the process if a decision is made not to employ you as a result of a criminal record.



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APPLICANT DECLARATION

Reference Checks

The Winnipeg School Division reserves the right to make a thorough investigation regarding any information pertaining to an applicant that it deems relevant to the position applied for. The Division will contact persons or organizations provided by the applicant for the purpose of obtaining job-related information including educational history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for employment with the Division. Reference checks will be completed in confidence and information gathered will be retained in confidence by the Division.

I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission may result in my dismissal if I am employed.

If employed I agree to abide by the policies, procedures and working conditions established by The Winnipeg School Division.

I understand that the Division has adopted a policy which requires all individuals offered employment with the Division to undergo a Criminal Record Search (including a Vulnerable Sector Search) and a Child Abuse Registry Check prior to final confirmation of employment. Employment is conditional upon the results of these checks. *(Disclosure of a criminal record may not necessarily preclude you from the position for which you are being considered.)*

HEREBY AUTHORIZE THE WINNIPEG SCHOOL DIVISION TO CONDUCT A PERSONAL INVESTIGATION IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT; AND HEREBY AUTHORIZE ANY PERSON, EMPLOYER, OR ORGANIZATION, TO PROVIDE ANY INFORMATION, OPINION, REPORTS, RECORDS, DOCUMENTS OR COPIES THEREOF IN ANY FORM WHICH MAY BE REQUESTED IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT WITH THE WINNIPEG SCHOOL DIVISION.

Signature of Applicant

Date

Personal information is being collected under the authority of The Public Schools Act, The Employment Standards Act and Division Policy GCC and will be used for recruitment and selection purposes. It is protected by the Protection of Privacy Provisions of The Freedom of Information and Protection Privacy Act. If you have any questions about the collection, contact the Director of Human Resources at (204) 775-0231.

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The Winnipeg School Division is a smoke-free environment.

The Winnipeg School Division



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THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940

CRUITMENT OF GENERAL STAFF

1. The Division establishes a pool of applicants from which it recruits to fill vacancies as they arise. Substitutes, applicants who have been on temporary assignments, and/or former employees of the Division are normally given primary consideration for vacancies not filled by permanent employees.
2. New Applicants receive consideration as follows:
 - a) Applications are screened by the Human Resources Department to identify those which meet the Division's current needs, both in terms of the number and the kind of staff required.
 - b) Those selected may be scheduled for an interview.
 - c) The Winnipeg School Division is committed to providing a safe environment for students and staff. As most positions with the Division involve contact with children, the Division has adopted a policy that requires all individuals prior to final confirmation of employment to provide a Criminal Record Check (including a Vulnerable Sector Search) and undergo a Child Abuse Registry Check.

PLICATION INSTRUCTIONS

In order for your application to be considered, you must include the following items:

- a) Completed application form (with attached resumé if available)
- b) Copies of applicable certificates and diplomas
- c) Post-Secondary Education (if applicable)
- d) References

a) Application Form

The application form must be completed in its entirety. Do not indicate "see resumé" in any section of the form. Your signature indicates that information on the application is correct in every detail. Be sure to sign and date your application. It is your responsibility to notify Human Resources if your address or telephone number changes or if for other reasons you no longer wish your application to be considered.

Your resumé provides an opportunity for you to strengthen your application by providing additional information about your experience, interests and abilities. Previous work experience, involvement with children, participation in community activities, leadership experience, and participation in co-curricular activities are examples of information which you might include.

Vacancies in the School Division are usually not advertised in the newspaper; candidates are selected from a general pool of applicants. Applicants remain "active" for one calendar year from date of application. Candidates who wish to keep their application "active" must complete a new application form each year in order to ensure that such items as experience and educational qualifications are current.

b) Evidence of Certification

Copies of all certification must be included with this application.

c) Post-Secondary Education (if applicable)

To be considered, transcripts of all post-secondary work completed must accompany this application. If your transcript is incomplete because the final year is still in progress, you should submit a partial transcript and supply the final information as soon as it is available.

d) References

The names of three references including phone numbers must be included. Copies of references letters may also be attached.



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TEACHER ASSISTANT APPLICATION FORM
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THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940
TEACHER ASSISTANT APPLICATION
(Including Adult Crossing Guard & Food Coordinator)

To be considered for an interview, a **COMPLETE** application must be submitted including copies of all applicable certificates and diplomas. A complete application may include the following items:

☐ Application Form ☐ Current Resumé ☐ Post-Secondary Transcripts ☐ Certificates/Diplomas

PERSONAL INFORMATION (Please Print)

Name: _____
Surname First Middle
Address: _____
Box, Street, etc.
City/Town Province Postal Code
Phone Numbers: (Home) _____ (Work) _____ (Cell/Other) _____
Email Address: _____ Do you have a valid Driver's License? ☐ Yes ☐ No

Have you ever been employed with the Winnipeg School Division before? ☐ Yes ☐ No
Years: _____ Position(s): _____

Are you legally entitled to work in Canada? ☐ Yes ☐ No

Availability: Please indicate your availability i.e. Mon/Wed/Fri etc. _____

Application is for: ☐ Full-Time ☐ Part-Time ☐ Substitute

EDUCATION & TRAINING

1. Post-Secondary Education:

Dates Attended	Name and Location of School	Type of Program/Related Courses	Grade Completed Degree/Diploma/Certificate	Year of Graduation
m:				
m:				
m:				
m:				



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TEACHER ASSISTANT APPLICATION FORM
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2. Summary of Training, Experience & Preferences (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> ASL Certificate: _____
Level _____ | <input type="checkbox"/> Gentle Teaching Certificate | <input type="checkbox"/> Early Years (N - K) |
| <input type="checkbox"/> Augmentative Communications Systems | <input type="checkbox"/> Group Homes | <input type="checkbox"/> Primary Years (1 - 3) |
| <input type="checkbox"/> Behaviour Management | <input type="checkbox"/> Individualized Programs | <input type="checkbox"/> Intermediate (4 - 6) |
| <input type="checkbox"/> Child Studies | <input type="checkbox"/> Integration | <input type="checkbox"/> Junior High (7 - 8) |
| <input type="checkbox"/> Computer Training/Support | <input type="checkbox"/> Non-Violent Crisis Intervention | <input type="checkbox"/> Senior Years (S1 - S4) |
| <input type="checkbox"/> CPR Certificate | <input type="checkbox"/> Certificate | |
| <input type="checkbox"/> Early Childhood Training | <input type="checkbox"/> Other Educational Setting | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> First Aid Certificate | <input type="checkbox"/> School Setting | |
| | <input type="checkbox"/> Special Needs | |

3. Languages (Indicate with a _ which languages you can speak/read/write)

	Speak	Read	Write
Aboriginal Languages			
Ojibwe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filipino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hebrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portuguese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ukrainian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE

List previous employment in order beginning with the present or last employer:

Employer	Position	Date Started/Left
Briefly outline duties performed		
Briefly outline duties performed		
Briefly outline duties performed		



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EXPERIENCE (Cont'd)

<u>Employer</u>	<u>Position</u>	<u>Date Started/Left</u>
Please briefly outline duties performed		

REFERENCES

Please list three (3) persons and their full addresses who are familiar with your professional competence.

Name	Position	Employer	Address	Telephone

APPLICANT DISCLOSURES

1. Do you have any physical, mental disabilities or health problems affecting the position applied for? ☐ Yes ☐ No
OR Do you have any physical, mental disabilities or health problems you wish The Winnipeg School Division to take into consideration when determining job placement? ☐ Yes ☐ No
If yes, please indicate: _____
2. Have you been convicted of a criminal offence including an offence under the *Criminal Code of Canada*, the *Narcotics Control Act*, the *Highway Traffic Act* or the *Summary Convictions Act*? ☐ Yes ☐ No
If yes, please provide details of the charge: _____
3. Are there currently any outstanding criminal charges against you? ☐ Yes ☐ No
If yes, please provide details of the charge: _____

Yes, to any of the above questions will not automatically result in exclusion from employment. The requirements of the position and the circumstances related to the charge will be considered.

In the event that a decision is made not to employ you, a process exists to appeal this decision. You will be informed of the process if a decision is made not to employ you as a result of a criminal record.



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APPLICANT DECLARATION

Reference Checks

The Winnipeg School Division reserves the right to make a thorough investigation regarding any information pertaining to an applicant that it deems relevant to the position applied for. The Division will contact persons or organizations provided by the applicant for the purpose of obtaining job-related information including educational history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for employment with the Division. Reference checks will be completed in confidence and information gathered will be retained in confidence by the Division.

I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission may result in my dismissal if I am employed.

If employed I agree to abide by the policies, procedures and working conditions established by The Winnipeg School Division.

I understand that the Division has adopted a policy which requires all individuals offered employment with the Division to undergo a Criminal Record Search (including a Vulnerable Sector Search) and a Child Abuse Registry Check prior to final confirmation of employment. Employment is conditional upon the results of these checks. (*Disclosure of a criminal record may not necessarily preclude you from the position for which you are being considered.*)

I HEREBY AUTHORIZE THE WINNIPEG SCHOOL DIVISION TO CONDUCT A PERSONAL INVESTIGATION IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT; AND HEREBY AUTHORIZE ANY PERSON, EMPLOYER, OR ORGANIZATION, TO PROVIDE ANY INFORMATION, OPINION, REPORTS, RECORDS, DOCUMENTS OR COPIES THEREOF IN ANY FORM WHICH MAY BE REQUESTED IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT WITH THE WINNIPEG SCHOOL DIVISION.

Signature of Applicant

Date

As personal information is being collected under the authority of The Public Schools Act, The Employment Standards Act and Division Policy GCC and will be used for recruitment and selection purposes. It is protected by the Protection of Privacy Provisions of The Freedom of Information and Protection Privacy Act. If you have any questions about the collection, contact the Director of Human Resources at (204) 775-0231.

The Winnipeg School Division has an employment equity policy which strives towards a fair representation of women, aboriginal peoples, disabled persons and minorities at all levels with the Division.

The Winnipeg School Division is a smoke-free environment.



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GCC-E(4)
TEACHER ASSISTANT APPLICATION FORM
November 3, 2003
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THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940

CRUITMENT OF TEACHER ASSISTANTS

1. The Division establishes a pool of applicants from which it recruits to fill vacancies as they arise. Substitutes, applicants who have been on temporary assignments, and/or former employees of the Division are normally given primary consideration for vacancies not filled by permanent employees.
2. **New Applicants receive consideration as follows:**
 - a) Applications are screened by the Human Resources Department to identify those which meet the Division's current needs, both in terms of the number and the kind of staff required.
 - b) Those selected may be scheduled for an interview.
 - c) The Winnipeg School Division is committed to providing a safe environment for students and staff. As most positions with the Division involve contact with children, the Division has adopted a policy that requires all individuals prior to final confirmation of employment to provide a Criminal Record Check (including a Vulnerable Sector Search) and undergo a Child Abuse Registry Check.

PLICATION INSTRUCTIONS

In order for your application to be considered, you must include the following items:

- a) Completed application form (with attached resumé if available)
- b) Copies of applicable certificates and diplomas
- c) Post-Secondary Education (if applicable)
- d) References

a) **Application Form**

The application form must be completed in its entirety. Do not indicate "see resumé" in any section of the form. Your signature indicates that information on the application is correct in every detail. Be sure to sign and date your application. It is your responsibility to notify Human Resources if your address or telephone number changes or if for other reasons you no longer wish your application to be considered.

Your resumé provides an opportunity for you to strengthen your application by providing additional information about your experience, interests and abilities. Previous work experience, involvement with children, participation in community activities, leadership experience, and participation in co-curricular activities are examples of information which you might include.

Vacancies in the School Division are usually not advertised in the newspaper, candidates are selected from a general inventory of applicants. Applicants remain "active" for one calendar year from date of application. Candidates who wish to keep their application "active" must complete a new application form each year in order to ensure that such items as experience and educational qualifications are current.

b) **Evidence of Certification**

Copies of all certification must be included with this application.

c) **Post-Secondary Education (if applicable)**

To be considered, transcripts of all post-secondary work completed **must** accompany this application. If your transcript is incomplete because the final year is still in progress, you should submit a partial transcript and supply the final information as soon as it is available.

d) **References**

The names of three references including phone numbers must be included. Copies of references letters may also be attached.



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SUBJECT:
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GCC-E(5)
CUSTODIAL TRADES APPLICATION FORM
November 3, 2003
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THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940

☐ CUSTODIAL **APPLICATION FOR:** ☐ TRADES ☐ UTILITY

To be considered for an interview, a **COMPLETE** application must be submitted including copies of all applicable certificates and diplomas. A complete application must include the following items:

☐ Application Form ☐ Current Resumé ☐ Certificates/Diplomas

PERSONAL INFORMATION (Please Print)

Name: _____
Surname First Middle
Address: _____
Box, Street, etc.
City/Town Province Postal Code
Phone Numbers: (Home) _____ (Work) _____ (Cell/Other) _____
Email Address: _____ Do you have a valid Driver's License? ☐ Yes ☐ No

Have you ever been employed with the Winnipeg School Division before? ☐ Yes ☐ No
Years: _____ Position(s): _____

Are you legally entitled to work in Canada? ☐ Yes ☐ No

EDUCATION & TRAINING

1. Education (Include Commercial College, Trades School, etc.)

Dates Attended	Name and Location of School	Type of Program/Related Courses	Grade Completed Degree/Diploma/Certificate	Year of Graduation
m:				
m:				
m:				
m:				
m:				



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2. **Summary of Training, Experience & Certification**
(Check all that apply)

Custodial

Trades

☐ Plumber

☐

Certification:

S

h

☐ Department of Labour Journeyman
Certificate Number: _____

☐ Power Engineering Certificate

Number: _____

Level: _____

t

a

I/Welder

- ☐ Boiler Maintenance/Inspection/Testing
- ☐ Air Conditioning/Heating/Ventilation
- ☐ Commercial Cleaning
- ☐ Exterior Maintenance
- ☐ Garbage Removal
- ☐ Grounds Keeping
- ☐ Industrial Cleaning Machinery
- ☐ WHMIS Training
- ☐ Knowledge of Chemicals

☐ Electrical

- ☐ Bricklaying
- ☐ Carpentry
- ☐ Construction
- ☐ Glazer
- ☐ Labourer
- ☐ Mechanical
- ☐ Painter
- ☐ Plasterer

3. **Languages** (Indicate with a _ which languages you can speak/read/write)

Speak

Read

Write

Aboriginal Languages

Ojibwe

☐

☐

☐

Cree

☐

☐

☐

Other: _____

☐

☐

☐

English

☐

☐

☐

Filipino

☐

☐

☐

French

☐

☐

☐

Hebrew

☐

☐

☐

Portuguese

☐

☐

☐

Spanish

☐

☐

☐

Ukrainian

☐

☐

☐

Other: _____

☐

☐

☐

EXPERIENCE

List previous employment in order beginning with the present or last employer:

Employer	Position	Date Started/Left
Briefly outline duties performed		
Employer	Position	Date Started/Left



EXHIBIT
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GCC-E(5)
CUSTODIAL TRADES APPLICATION FORM
November 3, 2003
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	efly outline duties performed	

EXPERIENCE (Cont'd)

<u>Employer</u>	<u>Position</u>	<u>Date Started/Left</u>
efly outline duties performed		

REFERENCES

Please list three (3) persons and their full addresses who are familiar with your professional competence.

Name	Position	Employer	Address	Telephone

APPLICANT DISCLOSURES

1. Do you have any physical, mental disabilities or health problems affecting the position applied for? ☐ Yes ☐ No

OR Do you have any physical, mental disabilities or health problems you wish The Winnipeg School Division to take into consideration when determining job placement? ☐ Yes ☐ No

If yes, please indicate: _____

2. Have you been convicted of a criminal offence including an offence under the *Criminal Code of Canada, the Narcotics Control Act, The Highway Traffic Act or The Summary Convictions Act*? ☐ Yes ☐ No

If yes, please provide details of the charge: _____

3. Are there currently any outstanding criminal charges against you? ☐ Yes ☐ No

If yes, please provide details of the charge: _____

Yes, to any of the above questions will not automatically result in exclusion from employment. The requirements of the position and the circumstances related to the charge will be considered.

In the event that a decision is made not to employ you, a process exists to appeal this decision. You will be informed of the process if a decision is made not to employ you as a result of a criminal record.



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APPLICANT DECLARATION

Reference Checks

The Winnipeg School Division reserves the right to make a thorough investigation regarding any information pertaining to an applicant that it deems relevant to the position applied for. The Division will contact persons or organizations provided by the applicant for the purpose of obtaining job-related information including educational history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for employment with the Division. Reference checks will be completed in confidence and information gathered will be retained in confidence by the Division.

I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission may result in my dismissal if I am employed.

If employed I agree to abide by the policies, procedures and working conditions established by The Winnipeg School Division.

I understand that the Division has adopted a policy which requires all individuals offered employment with the Division to undergo a Criminal Record Search (including a Vulnerable Sector Search) and a Child Abuse Registry Check prior to final confirmation of employment. Employment is conditional upon the results of these checks. (*Disclosure of a criminal record may not necessarily preclude you from the position for which you are being considered.*)

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Signature of Applicant

Date

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THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940

CRUITMENT OF CUSTODIAL/TRADES/UTILITY

1. The Division establishes a pool of applicants from which it recruits to fill vacancies as they arise. Substitutes, applicants who have been on temporary assignments, and/or former employees of the Division are normally given primary consideration for vacancies not filled by permanent employees.
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- c) Post-Secondary Education (if applicable)
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a) Application Form

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Your resumé provides an opportunity for you to strengthen your application by providing additional information about your experience, interests and abilities. Previous work experience, involvement with children, participation in community activities, leadership experience, and participation in co-curricular activities are examples of information which you might include.

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b) Evidence of Certification

Copies of all certification must be included with this application.

c) Post-Secondary Education (if applicable)

To be considered, transcripts of all post-secondary work completed must accompany this application. If your transcript is incomplete because the final year is still in progress, you should submit a partial transcript and supply the final information as soon as it is available.

d) References

The names of three references including phone numbers must be included. Copies of references letters may also be attached.



**EXHIBIT
SUBJECT:**

**GCC-E(6)
CRIMINAL RECORD, CHILD ABUSE
REGISTRY SEARCH FORM**

**APPROVAL DATE:
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**November 3, 2003

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**THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940**

The Division has adopted a policy which requires all individuals who are considered for employment with the Division to provide a Criminal Record Check and undergo a Child Abuse Registry Search.

The following must be completed prior to confirmation of employment:

1) Personal Request for Criminal Record

A Criminal Record Search must be completed in person at:

The Bureau of Police Records
4th Floor, 151 Princess Street (Public Safety Building)
Winnipeg, MB
(Between 8:00 a.m. - 4:00 p.m., Monday to Friday)

(N.B.: There is a fee to obtain your record, which is payable by you. There will be an additional fee to acquire a copy of your transcript if you have a criminal record. You will need to have two pieces of identification when attending the Bureau of Police Records – please pay the cashier located on the main floor prior to attending the Records Office on the 4th floor.)

When complete and authorized by the Bureau of Police Records, please ensure the original document is provided to the Human Resources Department and that a photocopy is made for inclusion in your personnel file.

The disclosure of a criminal record may not necessarily preclude you from employment with the Division.

In the event that a decision is made not to employ you, a process exists to appeal this decision. You will be informed of the process if a decision is made not to employ you as a result of a criminal record.

2) Child Abuse Registry Check

The Child Abuse Registry form is to be completed in the Human Resources Department. The Division will submit the forms to Child and Family Services.



EXHIBIT
SUBJECT:

GCC-E(6)
CRIMINAL RECORD, CHILD ABUSE
REGISTRY SEARCH FORM

APPROVAL DATE:
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Manitoba Family Services
& Housing

CHILD ABUSE REGISTRY UNIT
Child Protection and Support Services Branch
Child and Family Services Division

201-114 Garry Street
Winnipeg, Manitoba CANADA R3C 4V5
Phone: (204) 945-6964
Fax: (204) 948-2949

PROVINCIAL CHILD ABUSE REGISTRY ACCESS APPLICATION

SECTION A - Access by EMPLOYERS AND OTHERS (To be completed by Agency/Organization)

1. Application pursuant to Section 19.3(3.1) of *The Child and Family Services Act* for access to the Child Abuse Registry

Agency/Organization WINNIPEG SCHOOL DIVISION

Address: 1577 Wall Street East Contact Person: _____

Winnipeg, MB R3E 2S5

Telephone Number: (204) 775-0231

School: _____ ID of subject verified by: _____

2. Reason for Registry Check: (Please identify)

- ☐ Assessing a person whose work, whether paid or unpaid, involves or may involve the care, custody, control or charge of a child;
☐ Assessing a person whose work, whether paid or unpaid, permits or may permit access to a child.

3. Agency/Organization Authorization for requesting the check:

1. Authorized Child Abuse Registry ACCESS CODE: _____

2. Signature of Authorized Agency Personnel: _____

SECTION B - Subject's Information (To be completed by Subject being checked) (PLEASE PRINT CLEARLY)

1. Name: _____

Surname

Given Name

Middle Name

Previous and Other Names:

a) Maiden Name: _____

b) Legal Name Change: _____

c) Also Known As: _____

d) Other Names Used: _____

2. Birth Date: _____
Month Day Year

3. Male ☐ Female ☐

4. Current Address: _____

City: _____

Postal Code: _____

Telephone: () _____

5. Previous Addresses Over the Last 10 Years: _____

6. S.I.N. No. _____

MHSC No. _____

Band & Treaty No. _____

Driver's License No. _____

Date: _____

Subject's Signature _____

SECTION C - Provincial Child Abuse Registry (For Office Use Only)

This is to certify that the applicant:

IS NOT listed on the Provincial Child Abuse Registry ☐

IS LISTED on the Provincial Child Abuse Registry ☐

Date: _____

Signature: _____

Child Abuse Registrar or Designate

The Winnipeg School Division



SEXHIBIT
SUBJECT:
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GCC-E(7)
SELF DECLARATION FORM
November 3, 2003
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THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Tel (204) 789-0483 Fax 786-6940

VOLUNTARY SELF DECLARATION FOR APPLICANTS TO THE DIVISION

The Winnipeg School Division is committed to achieving a workforce representative of the community it serves. If you are successfully employed the information contained here will assist the Division in determining the composition of our workforce. It complies with legislation on employment equity and facilitates the internal planning and implementation of employment equity.

The following is a voluntary declaration. This process is approved by the Human Rights Commission under the Manitoba Human Rights Code.

Please check the boxes which apply to you:

SECTION 1 - GENDER

☐ Male ☐ Female

SECTION 2 - ABORIGINAL

(Means persons who are Indian, Inuit or Metis as recognized by the Canadian Constitution. First Nations people refers to the Indian people in Canada both Status and Non-Status.) **Are you an Aboriginal Person?** ☐ Yes ☐ No If yes, mark the appropriate box below:

☐ Inuit ☐ Metis ☐ First Nation

SECTION 3 - VISIBLE MINORITY

(A member of a visible minority in Canada is someone, other than an Aboriginal Person as previously defined, who is non-Caucasian in race or non-white in colour, regardless of place of birth. Your response will be based on your determination of racial or ethnic origin and may include more than one selection.)

Are you a person in a visible minority? ☐ Yes ☐ No If yes, mark the box that best describes your visible minority group.

- | | | |
|---|---|---|
| <input type="checkbox"/> Black | <input type="checkbox"/> Korean | <input type="checkbox"/> Non-white West Asian, North African, or Arab (including Egyptian, Libyan, Lebanese, Iranian, etc.) |
| <input type="checkbox"/> Non-white Latin American (including indigenous persons from Central & South America, etc.) | <input type="checkbox"/> Filipino | <input type="checkbox"/> Southeast Asian (including Burmese, Cambodian, Laotian, Thai, Vietnamese, etc.) |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other Pacific Islanders | <input type="checkbox"/> Other Visible Minority group |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> South Asian/East Indian (including Indian, Bangladesh, Pakistan, East Indian from Guyana, Trinidad, East Africa, etc.) | |

SECTION 4 - DISABILITIES

("Any restriction or lack of ability resulting from impairment to perform an activity in the manner or within the range considered normal for a human being.")

Definition of a Disability: Persons with a disability have a long-term or recurring physical, mental sensory, psychiatric, or learning impairment and who:
a) Consider themselves to be disadvantaged in employment by reason of that impairment, **OR** b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment. Persons whose functional limitations owing to their impairment that have been accommodated in their current job or workplace are included as disabled.

Do you have a disability? (as defined above) ☐ Yes ☐ No If yes, mark the box that best describes your disability.
Your response to the following details about your impairment will be held in confidence and NOT released to anyone without your express written consent. This complies with the *Personal Health Information Act* sections 22(1), 22(2), 22(3) and the *Personal Health Information Regulation* 245/97, Section 5.

- | | | |
|--|--|--|
| <input type="checkbox"/> Coordination of Dexterity (difficulty using hands or arms ie. using keyboard, or grasping tools) <input type="checkbox"/> | <input type="checkbox"/> Deaf (inability to hear) | <input type="checkbox"/> Non-Visible Physical Impairment (ie. epilepsy, hemophilia, emphysema) |
| <input type="checkbox"/> Mobility (difficulty moving around ie. from one office to another or up & down stairs) | <input type="checkbox"/> Partial Hearing Impairment (difficulty hearing even with the use of hearing aids, or totally deaf in one ear) | <input type="checkbox"/> Mental, Psychiatric, Sensory or Learning Impairment |
| <input type="checkbox"/> Speech Impairment (unable to speak or difficulty speaking & being understood) | <input type="checkbox"/> Blind (a person with no sight whatsoever) | <input type="checkbox"/> Other Disability |
| | <input type="checkbox"/> Partial Visual Impairment (visual impairments not corrected by regular glasses or contact lenses) | |

The Winnipeg School Division



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SUBJECT:
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GCC-E(7)
SELF DECLARATION FORM
November 3, 2003
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THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Tel (204) 789-0483 Fax 786-6940

SECTION 5 - NOTICE OF COLLECTION

I agree the information provided in this form may be used for human resource management purposes (statistical/analysis/reporting) and may be used to develop special programs for designated group members, and to tailor Human Resource policies, practices and procedures to address Employment Equity goals.

NAME (Please Print)

SIGNATURE

DATE



As personal information is being collected under the authority of the Human Rights Code and will be used for resource management purposes related to statistical analysis and reporting. The information may also be used to develop special programs for designated group members, and to tailor Human Resources policies, practices and procedures to address Employment Equity goals.

As information is protected by the Protection of Privacy Provisions of the Freedom of Information and Protection of Privacy Act and The Personal Health Information Act. If you have any questions about the collection, please contact the Director of Human Resources, Winnipeg School Division, 1577 Wall Street, Winnipeg, Manitoba, R3E 2S5 (204) 775-0231.



EXHIBIT
SUBJECT:
APPROVAL DATE:
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GCC-E(8)
CONSENT FOR CRIMINAL RECORD SEARCH
November 3, 2003
1 of 1

THE WINNIPEG SCHOOL DIVISION
1577 Wall Street East, Winnipeg, Manitoba R3E 2S5
Telephone: (204) 775-0231
FAX: (204) 786-6940

CONSENT FOR CRIMINAL RECORD SEARCH

Full Name of Applicant: _____
Other Name(s) Used: _____
Full Address: _____
Home Telephone Number: _____

Declaration

1. Have you ever been convicted of a criminal offence including an offence under the Criminal Code of Canada, the Narcotics Control Act, The Highway Traffic Act or The Summary Convictions Act?

☐ YES

☐ NO

If yes, please provide details of the charge: _____

2. Are you presently under charge for a criminal offence:

☐ YES

☐ NO

If yes, please provide details of the charge: _____

WHEREAS, I have applied for a position with The Winnipeg School Division and I am required by the Division to disclose whether or not I have any convictions or have been charged under Federal or Provincial Enactment,

AND WHEREAS, I understand that disclosure of a criminal record may not necessarily preclude me from the position I have applied for,

I, therefore, authorize The City of Winnipeg Police Service, on my behalf to inquire into and determine whether or not I have a criminal record.

Applicant's Signature

Date: _____
Year/Month/Day

WHEN COMPLETE, PLEASE RETURN THIS FORM WITH YOUR APPLICATION
TO THE WINNIPEG SCHOOL DIVISION

Information is protected by the Protection of Privacy Provisions of the Freedom of Information and Protection of Privacy Act and The Personal Health Information Act. If you have any questions about the collection, please contact the Director of Human Resources, Winnipeg School Division, 1577 Wall Street, Winnipeg, Manitoba, R3E 2S5 (204) 775-0231.

The Winnipeg School Division



EXHIBIT
SUBJECT:
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GCC-E(9)
TEACHER VACANCY APPLICATION FORM
November 3, 2003
1 of 1

TEACHING STAFF – Vacancy Application Form

Please complete ALL sections of this Vacancy Application and provide sufficient information to ensure proper consideration and processing of your application.

Note: A separate form MUST be completed for EACH position for which you are applying

First Name	Last Name	Vacancy No.	Vacancy Position & School
------------	-----------	-------------	---------------------------

Present School	Years in this School	School Telephone	Home Telephone #
----------------	----------------------	------------------	------------------

Teaching Assignment for Next Year

Present Contract Time ____ Full-Time ____ Part-Time ____ /12ths
--

<p>Please state your specific reasons for applying for this position:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Describe any particular skills, experience, qualifications or formal training you have which are applicable to this position:</p> <hr/> <hr/> <hr/> <hr/> <hr/>
--

To be eligible to apply on a vacancy you must currently have a regular contract.
Substitute Teachers and Teachers on Limited Term Contracts are not eligible to apply.

DATE	SIGNATURE
------	-----------

Please complete the lower section of this form which will be returned to you as an acknowledgment that your application has been received and recorded by the Human Resources Department.

Note: A separate form must be completed for each position for which you are applying.

To: Applicant's Name: _____
Present School: _____
Re: Vacancy #: _____ Position Applied For: _____



EXHIBIT
SUBJECT:

GCC-E(10)
CLERICAL/SUPPORT VACANCY
APPLICATION FORM

APPROVAL DATE:
REVISION DATES:
PAGE:

November 3, 2003

1 of 1

THE WINNIPEG SCHOOL DIVISION

CLERICAL/SUPPORT VACANCY
APPLICATION

Please complete all sections of this form and provide sufficient information where necessary to ensure proper consideration and processing of your application. A separate form must be completed for each position for which you are applying

FOR INTERNAL USE ONLY:

INTERVIEW DATE: _____

INTERVIEWED BY: _____

REMARKS: _____

SECTION 1 - VACANCY/POSITION APPLYING FOR

VACANCY NUMBER	VACANCY POSITION TITLE	VACANCY POSITION LOCATION
----------------	------------------------	---------------------------

SECTION 2 - EMPLOYEE INFORMATION (Please Print)

EMPLOYEE NUMBER	EMPLOYEE LAST NAME	FIRST NAME	MIDDLE INITIAL
-----------------	--------------------	------------	----------------

SECTION 3 - SUMMARY OF TRAINING, EXPERIENCE & CERTIFICATION (Check all that apply)

Keyboarding (w.p.m.) _____
Shorthand/Speedwriting (w.p.m.) _____
Accounting/Bookkeeping
Payroll/Pension/Benefits
Audit/Accounting
Human Resources
Information Systems
Library Technology

School experience (Elementary)
School experience (Senior)

Software Systems:

Mayet ☐ Prophecy
CIMS ☐ CA\$CHAIR
SAS

Software Knowledge:

Word
Publisher
Excel
Access
WordPerfect
Other: _____

SECTION 4 - Please state your specific reasons for applying for this position:

Employee Signature

Date

SECTION 5 - PLEASE COMPLETE FOR ACKNOWLEDGMENT If this section is completed it will be returned to you as an acknowledgment that your application has been received and recorded by the Human Resources Department

Applicant's Name

Home School

Re: Vacancy #

Position Applied For

If you wish this application to be kept confidential or if you are presently a substitute, please complete the information below and an acknowledgment will be forwarded to your home address.

Home Address

City

Postal Code



EXHIBIT
SUBJECT:

APPROVAL DATE:
REVISION DATES:
PAGE:

GCC-E(11)
TEACHER ASSISTANT VACANCY
APPLICATION
November 3, 2003
October, 2003
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THE WINNIPEG SCHOOL DIVISION

TEACHER ASSISTANT VACANCY
APPLICATION

Please complete all sections of this form and provide sufficient information where necessary to ensure proper consideration and processing of your application. A separate form must be completed for each position for which you are applying.

FOR INTERNAL USE ONLY:

INTERVIEW DATE: _____

INTERVIEWED BY: _____

NOTING: _____

SECTION 1 - VACANCY/POSITION APPLYING FOR

VACANCY NUMBER	VACANCY POSITION TITLE	VACANCY POSITION LOCATION
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SECTION 2 - EMPLOYEE INFORMATION (Please Print)

EMPLOYEE NUMBER	EMPLOYEE LAST NAME	FIRST NAME	MIDDLE INITIAL
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SECTION 3 - SUMMARY OF TRAINING, EXPERIENCE & CERTIFICATION (Check all that apply)

Augmentative Communications System
Behaviour Management
Child Studies
Computer Training/Support
Valid CPR Certificate
Early Childhood Training
Valid First Aid Certificate
Gentle Teaching Certificate

Group Homes
Individualized Programs
Integration
Valid Non-Violent Crisis Intervention Certificate
Other Educational Setting
School Setting
Special Needs

Early Years (Nursery/Kindergarten)
Primary Years (Grades 1 - 4)
Middle Years (Grades 5 - 8)
Senior Years (S1 - S4)

ASL Certificate: _____
Level

Other: _____

SECTION 4 - Please state your specific reasons for applying for this position:

Employee Signature

Date

SECTION 5 - PLEASE COMPLETE FOR ACKNOWLEDGMENT If this section is completed it will be returned to you as an acknowledgment that your application has been received and recorded by the Human Resources Department.

Applicant's Name

Home School

Re: Vacancy #

Position Applied For

If you wish this application to be kept confidential or if you are presently a substitute, please complete the information below and an acknowledgment will be forwarded to your home address.

Home Address

City

Postal Code



EXHIBIT
SUBJECT:
APPROVAL DATE:
REVISION DATES:
PAGE:

GCC-E(12)
CUSTODIAL VACANCY APPLICATION FORM
November 3, 2003
October, 2003
1 of 1

THE WINNIPEG SCHOOL DIVISION

CUSTODIAL VACANCY APPLICATION FORM

TO: HUMAN RESOURCES DEPARTMENT
ADMINISTRATION BUILDING NO. 1
1577 WALL STREET EAST
FAX: (204) 786-6940

PLEASE COMPLETE ALL SECTIONS OF THE VACANCY APPLICATION FORM AND SUBMIT IT NO LATER THAN 4:00 PM ON THE PUBLISHED CLOSING DATE FOR THE POSTING APPLIED FOR.

APPLICANT NAME: _____
(Please Print Clearly)
PRESENT JOB CLASSIFICATION: _____
(Head Caretaker II, Caretaker, Cleaner, etc.)
PRESENT LOCATION: _____
PRESENT SHIFT: _____
TYPE OF POWER ENGINEERING CERTIFICATE: 5th Class ☐ 4th Class ☐
SENIORITY DATE: _____ / _____ / _____
(Per Current Seniority List) (Month) (Day) (Year)
HOME PHONE NUMBER: _____

PLEASE ACCEPT THIS AS MY APPLICATION FOR THE FOLLOWING POSITION:

VACANCY JOB CLASSIFICATION: _____
(Head Caretaker II, Caretaker, Cleaner, etc.)
VACANCY SHIFT: _____
VACANCY LOCATION: _____
VACANCY: SERIES: _____ NO.: _____
APPLICANT SIGNATURE _____ DATE _____

PLEASE COMPLETE THE SECTION BELOW, WHICH WILL BE RETURNED TO YOU AS AN ACKNOWLEDGMENT THAT YOUR APPLICATION HAS BEEN RECEIVED AND RECORDED BY THE HUMAN RESOURCES DEPARTMENT

TO: Applicant Name: _____
Current School/Location _____
Vacancy: Series: _____ NO.: _____

IF YOU WISH THIS APPLICATION TO BE KEPT CONFIDENTIAL, PLEASE COMPLETE THE FOLLOWING:

Name: _____
Address: _____
City _____ Postal Code _____