



420 - 22<sup>nd</sup> Street East, Saskatoon, Saskatchewan S7K 1X3  
(306) 659-7000

**SERVICE AND SUPPORT STAFF EMPLOYMENT APPLICATION**

Position(s) Applied For: \_\_\_\_\_  
\_\_\_\_\_

Date Available to Commence Employment: \_\_\_\_\_

**PERSONAL INFORMATION:**

Name in Full (Please Print): \_\_\_\_\_

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

City/Province/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Residence Cell

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

Language Spoken: \_\_\_\_\_

Religion Parish Parish Priest

Were You Previously Employed By This Board:  Yes  No

Name If Previously Employed Under a Different Name: \_\_\_\_\_

What Position Did You Occupy? \_\_\_\_\_

Do You Possess a Valid Saskatchewan Driver's License:  Yes  No

Please indicate which of the following you are interested in working:

- Full Time  Part Time  Casual
- Mornings  Afternoons  Evenings
- Calendar Year Basis  School Year Basis

**For Office Use Only**

Initial Interview: \_\_\_\_\_ CRC Received:Y/N \_\_\_\_\_ References Complete: Y/N \_\_\_\_\_

Aboriginal Ancestry Comment: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

Please supply the following information concerning the last three positions you have held:

1. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
May we contact this employer:     Yes     No  
Position: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Employment Period: \_\_\_\_\_ to \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

2. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
May we contact this employer:     Yes     No  
Position: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Employment Period: \_\_\_\_\_ to \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

3. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
May we contact this employer:     Yes     No  
Position: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Employment Period: \_\_\_\_\_ to \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

The Highest Grade Completed in Secondary School was Grade: \_\_\_\_\_

Name of School \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_

Are You Presently a Student?  Yes  No Where: \_\_\_\_\_

University, Technical, Trade or Business Schools Attended:

Name of Institution	Degree or Certification Earned	Major Area of Study
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please supply any additional information regarding your education or training which you feel would be relevant to this application. Indicate trade certificates, membership in professional organizations, special licences held, and service in voluntary organizations. (Please note that you may decline to list professional memberships that would depict race, nationality, ancestry or place of origin, or political affiliation).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

List three people **other than relatives** who can provide a work and/or volunteer reference:

Name	Address	Telephone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SELF DECLARATION: Completion of the following is VOLUNTARY**

Saskatoon Catholic Schools is responding to the needs of Aboriginal students by employing staff of Aboriginal ancestry who meet the requirements, goals and objectives of the school division. If you are a person of Aboriginal ancestry and want this fact to be considered by the Saskatoon Catholic Board of Education, please check the box below.

**Person of Aboriginal Ancestry** (Treaty Indian, Non-Status Indian, Métis or Inuit)

The Saskatoon Catholic Board of Education is an approved affirmative action employer and invites applications of Aboriginal ancestry SPA 32/87.

**CRIMINAL RECORD CHECK: (Security Clearance Check)**

As part of its screening process Saskatoon Catholic Schools requires all employees new to the school division to provide a Criminal Record Check from an authorized Police Service. All offers of employment shall be contingent upon the receipt and the satisfactory review of the information.

**NOTICE TO APPLICANTS:**

Applications are not formally acknowledged but are kept on active file for a period of three months and will only be re-activated upon request of the applicant.

**DECLARATION:**

**I understand that I have made application to gain employment with a denominational school division based on Catholic Christian values. Should I gain employment, I agree to publicly support the school division and to maintain a lifestyle and deportment which is in harmony with its teachings.**

**I certify that all statements made by me in this application are true to the best of my knowledge and I understand that if I gain employment and misrepresentation is identified, I may be dismissed from the employ of the school division.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature