



VANCOUVER SCHOOL BOARD

EMPLOYMENT APPLICATION EMPLOYEE-ON-CALL LIST (TEACHING)

1580 West Broadway, Vancouver, BC V6J 5K8 Telephone: (604) 713-5167

* APPLICATION INSTRUCTIONS *

Please read the following before you begin

- A** As part of this application package, you will find the following:
1. An application form for the Employee-on-Call List (Teaching)
 2. Two (2) reference forms
 3. Two (2) self-addressed envelopes to use in returning the reference forms
- B** In order to be considered for the on-call list, candidates must complete the application form **in full** (please do not state “refer to resume” but instead complete all sections) and return with the following supporting documents.*
- ⇒ Cover letter
 - ⇒ Resume
 - ⇒ Photocopies of your teacher performance appraisals from your previous teaching contracts (if applicable)
 - ⇒ If a beginning teacher, photocopies of your final practicum reports (If you have not completed your final practicum at the time you submit the application please include an interim/midterm report as soon as possible)
 - ⇒ A photocopy of your BC Teaching Certificate
 - ⇒ A photocopy of your Teacher Qualification Service (TQS) card
 - ⇒ Transcripts of marks from all university course work completed (you may provide copies of the official document)
 - ⇒ Change of name verification, if applicable (eg: marriage certificate)
- * *we understand that in the case of newly graduating teachers, not all documents will be available. Please forward copies as soon as they become available*
- C** Please attach the above named documents to the completed application form and return in the self-addressed envelope provided.

FAXED APPLICATIONS WILL NOT BE ACCEPTED

Please note that before your application can be considered, Human Resources department must receive the reference form from both of your professional referees. **We understand that in the case of newly graduating teachers, referees may not be able to submit the completed forms until your practicum is completed.** Please note the following:

- ✓ The references should be completed by individuals of your choice. We recommend that you choose individuals who are best able to evaluate your abilities in accordance with the criteria listed on the reference form.
- ✓ The referee should mail or fax the confidential reference form to Human Resources **DIRECTLY**
- ✗ The applicant **must not** submit the reference forms

We regret that we will not be able to accommodate requests to verify the status of your application. All applications will be acknowledged by mail.

Thank you for your interest in the Vancouver School Board!

An Equal Opportunity Employer



EMPLOYMENT APPLICATION
EMPLOYEE-ON-CALL LIST (TEACHING)

FOR OFFICE USE

I. PERSONAL INFORMATION

Salutation (Mr., Ms., Mrs., Miss)

Full Name LAST FIRST MIDDLE Preferred Name

Current Address STREET CITY PROVINCE POSTAL CODE

Current Telephone Alternate Telephone

Please check the applicable box:

- Applying to VSB teaching for the first time
Previous application made
Previously interviewed by VSB (date)
Previous teaching employee of VSB

- Availability: a) When are you available to begin work? (year, month, day)
b) Are you legally entitled to work in Canada? yes no
c) Are you a member of the B.C. College of Teachers?* yes certificate # no
d) Do you have a TQS card?** yes - category no

- 1. Are you under contract? yes no
2. If under contract, what type: a) Temporary b) Continuing
3. Have you been discharged, disciplined, suspended or dismissed from a position or organization working with children? yes no

* In order for consideration to be given to your application, you must hold a valid BC certificate, or provide a letter of eligibility stating that such a certificate is likely to be issued. For information regarding certification, contact BC College of Teachers, #400 - 2025 West Broadway, Vancouver, BC V6J 1Z6. (604) 731-8170.

** If offered employment you must present your original TQS card in order to confirm your salary. For TQS information contact: TQS, #106 - 1525 West 8th Avenue, Vancouver, BC V6J 1T5 (604) 736-5484

II. LEVEL APPLIED FOR

Grade Level Subject Areas in which you are trained (please check only those which apply)
(check only one of the following)

Primary K - Grade 3
Intermediate Grades 4 - 7
Secondary Grades 8 - 12
Specialized Positions
Grid of checkboxes for subject areas: ESL, FSL, Phys. Ed., Special Education, Other - Specify below, etc.

III. FOR OFFICE USE

Interviewed by Interview Date Y M D
Hired Date Y M D If former employee - HRIS, circle yes
Position: EOCE EOCS Excel
Employee No. Citizenship: Gender: M F
Wages: E4PC% E5PB% E5PA% E6PM% other Step: Authorized: Date:

FOR PAYROLL USE INITIALS DATE

Payroll joining UDP Control to Payroll: Salary:



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IV. EDUCATIONAL QUALIFICATIONS			
a) Teaching Degree (B. Ed. or equivalent)			
Granting Institution: _____	Date of completion (Please indicate expected date of completion if still in school) _____ / _____ Year / Month		
b) Student Teaching Practicum			
Location (School & District)	Grade Level	Teaching Area	Dates year / month To year / month
c) Undergraduate Degree (s)			
Degree	Major	Granting Institution (SFU, UBC, U. Vic. etc)	Date of completion year / month
d) Additional Degree(s) Master's degree, Doctorate			
Degree	Major	Granting Institution (SFU, UBC, U. Vic. etc)	Date of completion year / month
e) Additional Qualifications / Applicable Course Work (diploma, certificates), or formal musical training For each, please indicate number of <u>credits</u> completed or <u>length</u> of course			
Course	Credits / approx. # hours	Institution (SFU, UBC, Royal Conservatory etc)	Date year / month

V. OTHER SKILLS AND / OR INTERESTS Please list any additional job related skills (eg. Languages), knowledge or interests which should be considered



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VI. TEACHING EXPERIENCE - CONTRACT Please list in reverse chronological order beginning with the most recent.
(Please list K - 12 experience only - Adult Ed experience should be included in Section VIII)

Dates Employed yr / mo / dy to yr / mo / dy		School & District	Grade / Position	% time	Reason for Leaving

VII. TEACHING EXPERIENCE - TEACHER ON CALL Please list in reverse chronological order beginning with the most recent.

Dates Employed yr / mo / dy to yr / mo / dy		District	Grades	Subjects	Average No. Days worked per week

VIII. WORK EXPERIENCE OTHER THAN TEACHING IN K - 12 SYSTEM Please list in reverse chronological order beginning with the most recent.

Dates Employed yr / mo / dy to yr / mo / dy		Employer city, province	Type of Work	Reason for Leaving

IX. REFERENCES Please list the individuals to whom your two confidential professional reference forms were sent.

Name	Address	Telephone	Position / Relationship
1.			
2.			

X. APPLICANT DECLARATION AND AGREEMENT

I declare that all the information I have provided in this application for employment and in any other documents which accompany this application is complete and true in every respect. I give permission for the Vancouver School Board to contact any reference or prior employers given in conjunction with this application and further I understand that confidential reference reports and personal information which are part of this application will be regarded as confidential and shall not be revealed to me. I also understand that this information is collected under Section 15 (1) of the School Act, and if I am successful in obtaining employment with the VSB, the information will be used for payroll and human resources administration.

Applicant's Signature _____ Date _____



VANCOUVER SCHOOL BOARD
 1580 West Broadway, Vancouver BC V6J 5K8 (FAX: 604- 713-5260)
PROFESSIONAL REFERENCE FORM
EMPLOYEE-ON-CALL (TEACHING)

Thank you for providing a professional reference for: APPLICANT: _____

Please Note: This reference form must be forwarded to Human Resources **directly by the referee**. It must not be returned by the applicant. This will ensure its confidentiality.

To return the confidential reference form you may either:

1. Mail in the pre-addressed envelope provided

OR

2. Fax (marked **Confidential**) to Human Resources Manager - Teaching, at (604) 713-5260.

Please note that this information is collected under Section 15 (1) of the School Act and will be used solely for the purpose of recruitment and selection of staff and will be protected under the Freedom of Information and Protection of Privacy Act. If you have any questions about this form or the use of the information, please contact Human Resources Manager - Teaching, Vancouver School Board. (604) 713-5174.

Name of Referee: _____

Position / Title: _____ Telephone: _____

Capacity in which you have known applicant: _____

_____ Length of time you have known applicant: _____

Are you providing this reference on the condition that it will be held in confidence? YES

NO

Would it be advisable to talk to you by telephone? YES

NO

Signature _____ Date _____

Please complete the checklist on the reverse side of this form. If there are any additional comments you would like to make regarding the candidate's suitability for the teaching profession, please provide them below.



PROFESSIONAL REFERENCE FORM EMPLOYEE-ON-CALL (TEACHING)

APPLICANT _____

REFEREE _____

<i>Please note the applicant's strengths and areas of concern. If you are unable to rate the applicant's performance in one of the following competencies, please leave it blank.</i>	EXCEPTIONAL	STRONG	SATISFACTORY	AREAS FOR GROWTH	UNSATISFACTORY
I. CURRICULUM KNOWLEDGE The candidate . . .					
a) Demonstrates an understanding of the planning process					
b) Effectively uses the IRP's and/or out of province curriculum guides and resources in the planning process					
II. INSTRUCTIONAL SKILLS The candidate . . .					
a) Demonstrates his/her knowledge of a variety of instructional strategies					
b) Successfully adapts instructional strategies in order to ensure that all students' needs are being met					
III. ASSESSMENT AND EVALUATION SKILLS The candidate . . .					
a) Demonstrates his/her knowledge of a variety of assessment and evaluation tools					
IV. STUDENT DEVELOPMENT / CLASSROOM MANAGEMENT The candidate . . .					
a) Effectively establishes and maintains order within a framework of mutual respect					
b) Demonstrates a knowledge and practice of positive and productive classroom management techniques					
V. COMMUNICATION SKILLS The candidate . . .					
a) Involves parents appropriately in classroom life, ensuring that effective communication with this group exists					
b) Exhibits listening, patience, caring and liking for students, communicating to them in a clear, respectful manner					
VI. COLLABORATION / PROFESSIONALISM The candidate . . .					
a) Demonstrates a desire and ability to work collaboratively with others					
b) Demonstrates a willingness to learn new concepts or ways of doing things					
VII. OVERALL SKILL AS A TEACHER					



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