



**CLERICAL EMPLOYMENT
APPLICATION FORM**
School District No. 38 (Richmond)
Personnel Department



Please note: This application form is for clerical positions only. Application forms for other positions are available at: Personnel Services, 7811 Granville Avenue, Richmond, B.C.V6Y 3E3. **Please attach and make reference to current resume.**

For Office use Only

1 2 3

Date: _____

(For Office Use Only)

Application No: _____

Competition #: _____ (or select one) Van. Sun Province

Local Papers School Dist. #38 Web Internet (Monster) Friend

Colleague _____ Other _____

Position applying for: School Secretary/Clerical Switchboard/Reception Data Entry
 Business Assistant Accounts Payable/Receivable Cont. Ed. Registration Payroll

Last Name:	First Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. Check appropriate salutation.
Address:		
City:	Province:	Postal Code:
Home Phone:	Cell Phone:	Email:

SKILLS & EXPERIENCE:

Do you have experience working with: Mac DOS Windows Other _____

Please check the computer software you have used and your proficiency level:

Program	IBM	Mac	None	Minimal	Moderate	Extensive
MS Word						
Excel						
PowerPoint						
FileMaker Pro						
Student Records Program						
BCesis						
Email						
Internet						

Please list any other software you are proficient with:

Typing speed: _____ wpm last tested on: _____

Please check the skills below that you are experienced and proficient in:

Dictaphone Accounts Receivable/Payable Data Entry
 Taking Minutes/Dictation Bookkeeping Payroll
 Photocopier Reception/Switchboard Mailroom

Other related skills/training/experience:

EDUCATION: Post Secondary

Institution	Degree or Course	Completion Date

EDUCATION: Other Education/Training

Institution	Degree or Course	Completion Date

EDUCATION: Courses/Workshops

Institution	Degree or Course	Completion Date

EMPLOYMENT HISTORY: Present or Last Position

#1: Employer/Company: _____ Contact Name & Title: _____ Contact Phone: _____	Position: _____ Duties: _____ _____ _____	Start Date: _____ End Date: _____
#2: Employer/Company: _____ Contact Name & Title: _____ Contact Phone: _____	Position: _____ Duties: _____ _____ _____	Start Date: _____ End Date: _____
#3: Employer/Company: _____ Contact Name & Title: _____ Contact Phone: _____	Position: _____ Duties: _____ _____ _____	Start Date: _____ End Date: _____

OTHER INFORMATION:

1. My current mode of transportation is (car, bus, bicycle, etc.): _____

2. Do you have an illness or disability that might impair your ability to perform the work for which you are applying? Yes* No

3. Are you legally entitled to work in Canada? Yes No

4. Have you been charged or convicted of a criminal offence for which you have not received a pardon? Yes* No

* If the answer is Yes, please provide details on a separate piece of paper and submit in a sealed envelope marked "CONFIDENTIAL".

NECESSARY ATTACHMENTS:

Please include the following with this application:

1. A résumé
2. Proof of Certification and program completion
3. References: Email addresses and phone numbers of past managers and supervisors in order for us to send them a Data Verification form. We will only contact your current supervisor once we receive your approval to do so.

Contact Name & Title:

Phone:

Email:

i) _____	_____	_____
ii) _____	_____	_____
iii) _____	_____	_____
iv) _____	_____	_____
v) _____	_____	_____

Please see over

NOTES:

1. Provincial human rights legislation prohibits employment discrimination on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment or to the intended employment of that person.
2. Successful applicants will be required to allow a Criminal Record Check as conditions of employment.
3. It is not the practice of the School Board to interview all applicants.
4. Applications are void after six (6) months.

APPLICANT’S DECLARATION AND AGREEMENT (Please read carefully.)

I declare that all of the information I have provided in this application for employment and in any other documents which accompany this application are complete and true in every respect and I understand that any failure to completely and truthfully answer the questions asked of me, when discovered, will constitute sufficient grounds for my dismissal.

I hereby authorize School District No. 38 (Richmond) to conduct a personal investigation in connection with my application for employment. I give permission for School District No. 38 (Richmond) to contact any reference and any prior or present employers given in conjunction with this application or to secure such personal information about me that might exist in the public domain. I understand that confidential reference reports and personal information which become part of this application will be regarded as confidential pursuant to the provincial Freedom of Information and Protection of Privacy Act and shall not be revealed to me.

I understand that as a condition of employment, I will be required to authorize a Criminal Records Review and that the results must be satisfactory to the School District.

Signature of Applicant

Date

“Our Focus is on the Learner”