



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



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

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 \_\_\_\_\_

**Please select the trade for which you are applying:**

Carpenter  Electrician  HVAC Technician  Painter  Plumber  Grounds/Labourer

Other \_\_\_\_\_

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

**EDUCATION: Secondary School**

Institution	Grade Completed
_____	_____

**PLEASE ATTACH YOUR  
CERTIFICATE OF APPRENTICESHIP  
AND TRADES QUALIFICATIONS  
CERTIFICATE.**

**EDUCATION: Post Secondary/Other Education/Training**

Institution	Program	Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EDUCATION: Trade Training**

Institution	Course Name	Completion Date
_____	_____	_____
Total course hours:	Hours of practical:	Classroom hours:
Practicum/apprenticeship placement:	Date (from/to):	Certificate: <input type="checkbox"/> YES <input type="checkbox"/> NO



**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 condition 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 is 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.

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**Signature of Applicant**

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**Date**

*“Our Focus is on the Learner”*