



## ***HR MEMORANDUM***

**RE: Application for Casual Employees:**

- **Teacher Assistants, Clerical Support and Bus Monitors**
- **Job Descriptions can be found on our [website](#)**

Applications are to be submitted by uploading to Apply To Education account prior to applying. Applicants shortlisted will be contacted.

Please submit the **required** documents noted below:

- Current Intervention Record Check
- Current Vulnerable Sector Check
- Resume
- Copy of Grade 12 diploma (or equivalent)
- Completion of the enclosed Casual Application Form
- Three letters of Reference

*\*Employment is subject to a receipt Vulnerable Sector check and Child Intervention check.*

Also enclosed in this package you will find:

- Record Check Procedure

If you have any questions, please contact Human Resources:

Phone: (780) 723-4471

Email: [hrrsupport@gypsd.ca](mailto:hrrsupport@gypsd.ca)



## CASUAL EMPLOYMENT APPLICATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

- 1. Please choose the respective schools/locations where you are interested in substituting.**  
(check the box to the *left* of the school(s) you wish your name to be forwarded to)

### Jasper Zone

- |  |  |
|--|--|
| <input type="checkbox"/> Jasper Elementary (JK-6)                | <input type="checkbox"/> Jasper Jr/Sr High School (7-12) |
| <input type="checkbox"/> The Learning Connection – Jasper (1-12) |  |

### Grande Cache Zone

- |  |   |
|--|---|
| <input type="checkbox"/> Sheldon Coates Elementary (JK-3)              | <input type="checkbox"/> Summitview (4-8)                   |
| <input type="checkbox"/> SonRise Christian Program at GCCHS (JK-6)     | <input type="checkbox"/> Grande Cache Community High (9-12) |
| <input type="checkbox"/> The Learning Connection - Grande Cache (1-12) |   |

### Hinton Zone

- |  |  |
|--|--|
| <input type="checkbox"/> Crescent Valley (JK-7)            | <input type="checkbox"/> École Mountain View (FRIM) (JK-7)     |
| <input type="checkbox"/> Harry Collinge High (FRIM) (8-12) | <input type="checkbox"/> The Learning Connection-Hinton (1-12) |

### Edson Zone

- |  |   |
|--|---|
| <input type="checkbox"/> Mary Bergeron Elementary (JK-5)       | <input type="checkbox"/> École Westhaven (FRIM) (JK-5)          |
| <input type="checkbox"/> Fulham (JK-6)                         | <input type="checkbox"/> École Pine Grove (FRIM) (6-8)          |
| <input type="checkbox"/> Parkland Composite High (FRIM) (9-12) | <input type="checkbox"/> The Learning Connection – Edson (1-12) |

### Lobstick Zone

- |   |  |
|---|--|
| <input type="checkbox"/> Niton Central (JK-9)                       | <input type="checkbox"/> Evansview (JK-6)        |
| <input type="checkbox"/> Wildwood (JK-6)                            | <input type="checkbox"/> Grand Trunk High (7-12) |
| <input type="checkbox"/> The Learning Connection – Evansburg (1-12) |  |

2. **Are you Bilingual?** If yes, please state language and if you are fluent in oral and/or written processes. \_\_\_\_\_

3. **Please indicate which positions you are available for by checking the appropriate boxes:**

**Casual Teachers Assistant:** These persons will replace support staff in the schools as a teacher assistant. The person will work under the direct supervision of the classroom teacher.

**Casual Clerical Support:** These persons will replace secretaries, office, or library assistants in the schools, Education Services Centre and/or Learning Services Centre.

**Casual Bus Monitor:** These persons will replace the bus monitors who ride the busses, providing inclusive supports for those students in need. Ride-along training is provided. Safety boots are a requirement of this position, not provided by the Division.

**4. Professional Development**

List seminars, workshops, online courses or other professional development attended or completed within the past three years.


Please complete the above and sign acknowledging your consent to allow us to circulate your information to the Principals and Teachers who may require your services.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Signature: \_\_\_\_\_

*This information is collected under the authority of the Freedom of Information and Protection of Privacy Act, s.32(a)(c), s.36, 33(1)(j) and in accordance with the Policies and Regulations of Grande Yellowhead School Division.*



## Record Checks Procedure

[Board Policy 16](#) and [Administrative Procedure 400 - Appendix A](#)

### 1. RCMP Vulnerable Sector Record Check

- go to local RCMP detachment with identification (Driver's License) and this letter
- a form will be provided by the detachment to be completed
- If further authorization is required from the detachment in order to produce the vulnerable sector check, please contact the Human Resources Department

**The RCMP will do one of two record checks:**

- **Name-Based Criminal Record Checks**
  - 1 to 2 weeks to receive the completed certificate
- **Certified Criminal Record Checks**
  - finger prints will be taken at local RCMP detachment
  - finger prints will be provided to individual
  - envelope provided to apply to Ottawa for certificate (include finger prints)
  - 6 to 8 weeks to receive the completed certificate

### 2. Intervention Record Check

- provided by Children's Services office
- completed online
- email [cs.ircnorthcentral@gov.ab.ca](mailto:cs.ircnorthcentral@gov.ab.ca) to request a form
- two pieces of identification will be required e.g. Driver's License, Alberta Health Care Card
- record check may take up to 2 weeks

#### **Children's Services Offices (only call for additional support)**

Drayton Valley (780) 621-4021

Grande Cache (780) 827-2245

Edson (780) 723-8325

Hinton (780) 865-8321

Jasper - report to Hinton office (780) 865-8321

For more detail information please use the link: [Record Checks](#)