



# SUPPORT SERVICES APPLICATION FORM

160 Festival Way, Sherwood Park, AB T8A 5Z2  
Telephone (780) 467-8896 • Facsimile (780) 467-5469

## MISSION STATEMENT

*We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences.*

## BELIEFS

### We believe:

- That Jesus Christ and his teachings are the foundation and core of our Catholic school division.
- That a quality education is a continuing process that develops the whole person in an environment which encourages success.
- That we live out the Catholic faith through our words, our actions and our interactions.
- That Catholic education is a shared responsibility among the home, the school, the parish and the community.
- That education is a lifelong journey during which excellence is actively pursued.
- That everyone has worth and dignity as a unique creation of God.

December 1998

**Name** \_\_\_\_\_

(Please Print)

**Permanent**       **Casual**      **Date of Application** \_\_\_\_\_

### Employee Group

**Support Staff:**

<input type="checkbox"/> Secretary	<input type="checkbox"/> Accounting
<input type="checkbox"/> Film Clerk	<input type="checkbox"/> Computer Technician
<input type="checkbox"/> Driver	<input type="checkbox"/> Library Technician
<input type="checkbox"/> School Assistant (Office)	<input type="checkbox"/> Lab Technician
<input type="checkbox"/> Educational Assistant	

**CUPE:**

<input type="checkbox"/> Custodial	
<input type="checkbox"/> Trades: _____	Journeyman Y/N

**Transportation:**       Bus Driver

## PERSONAL DATA

Name in Full \_\_\_\_\_

Name used previously for purposes of reference check (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Postal Code Business Phone \_\_\_\_\_

Are you legally eligible to accept employment in Canada? Y / N

Do you hold a valid driver's license? \_\_\_\_\_ What Class? \_\_\_\_\_

## EDUCATIONAL RECORD

	Name of Institution	Specialization/Subject	Grade Completed Degree/Diploma
High School			
Technical School			
University			
Other			

**PROFICIENCIES** - check any special training or experience you have in the following:

_____ Keyboarding: wpm	_____ Payroll	_____ Music
_____ Shorthand: wpm	_____ Bookkeeping	_____ Art
_____ Computer Training	_____ Library Work	_____ First Aid
_____ Switchboard	_____ Building Maint.	
_____ Acct's. Pay/Rec	_____ WHMIS	

**Computer Knowledge (specify types of software/hardware - eg. spreadsheets, database, word processing, accounting, etc.)**

\_\_\_\_\_

\_\_\_\_\_

Are you fluent in  French  Ukrainian or  Spanish?

If you are applying for a Support Staff position, indicate your first and second choice of the level at which you wish to work:

<input type="checkbox"/> ECS	<input type="checkbox"/> Primary	<input type="checkbox"/> Upper Elementary
<input type="checkbox"/> Junior High	<input type="checkbox"/> Senior High	<input type="checkbox"/> Division Office (12 month only)

## EMPLOYMENT HISTORY

**Begin with the most recent employer. If necessary use extra sheet.**

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Address: \_\_\_\_\_ Duties: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Date of Employment: \_\_\_\_\_ (mo/yr) to \_\_\_\_\_ (mo/yr)  
May we contact for a reference? Yes/No Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Address: \_\_\_\_\_ Duties: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Date of Employment: \_\_\_\_\_ (mo/yr) to \_\_\_\_\_ (mo/yr)  
May we contact for a reference? Yes/No Reason for Leaving: \_\_\_\_\_

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Supervisor: \_\_\_\_\_  
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Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Address: \_\_\_\_\_ Duties: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Date of Employment: \_\_\_\_\_ (mo/yr) to \_\_\_\_\_ (mo/yr)  
May we contact for a reference? Yes/No Reason for Leaving: \_\_\_\_\_

## HOBBIES and INTERESTS


