



## APPLICATION FOR EMPLOYMENT SUPPLY CUSTODIAN

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

To be considered for employment, you must:

**A. Complete and return the following forms:**

- Resume
- Offence Declaration, References, Criminal Record Check (attached)
- Occasional Custodians - Duties and Responsibilities (attached)
- Reference Check Consent Form (attached)

**B. Provide the following additional information:**

- A written professional/work related reference
- The names of at least three work-related references

Upon receiving all of the above information, we will review your application. Interviews will be scheduled, as required. Any offer of employment will be conditional upon a candidate completing a Post Offer of Employment Test (POET) of physical capabilities and providing a current Criminal Record Check.

Please return all required information to:

Human Resources  
Nipissing-Parry Sound Catholic District School Board  
1000 High Street  
North Bay ON P1B 6S6

**or via email to:**

[HumanResources@npsc.ca](mailto:HumanResources@npsc.ca)



**OFFENCE DECLARATION, REFERENCES,  
CRIMINAL RECORD CHECK**

1. a) Have you ever been convicted of an offence under a federal statute, including the *Criminal Code of Canada* and the *Narcotics Control Act*, for which a pardon has not been granted or for which a pardon had been granted but was subsequently revoked?

Yes or  No

b) If yes, please provide particulars, including the date(s) of the offence(s) in question.

N.B. Any offer of employment will be subject to confirmation of the above information through a current check of your criminal record through the *Canadian Police Information Computer (CPIC) System*.

2. **REFERENCES**

1. **Professional Reference** **Written reference**

\_\_\_\_\_   
Name Organization Telephone

2. **Professional Reference**

\_\_\_\_\_   
Name Organization Telephone

3. **Professional Reference**

\_\_\_\_\_   
Name Organization Telephone

3. Your signature below also confirms that you have read and understand the document entitled **CRIMINAL RECORD CHECK** attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CRIMINAL RECORD CHECK

*The following requirements apply to applications for full-time, part-time, temporary or occasional positions, including placement on a supply list.*

### REQUIREMENTS

In accordance with its policy entitled *Prevention of Abuse and Protection of Students from Potential Abuse*, the Nipissing-Parry Sound Catholic District School Board ("the Board") requires candidates applying for new employment with the Board, or existing employees applying for employment within a different bargaining unit, to disclose the details of any conviction(s) for offence(s) under any federal statute, including the *Criminal Code of Canada* and the *Narcotics Control Act*, for which a pardon has not been granted.

Any offer of employment is subject to confirmation of the above information through a current Criminal Record Check through the *Canadian Police Information Computer (CPIC) System*. Only Criminal Record Checks that are less than six (6) months old, and which include vulnerable sector screening, shall be accepted. The applicant shall provide an original of the Criminal Record Check and shall be responsible for its cost.

An offer of employment may be revoked if the individual refuses to consent to the check, or if the Board later discovers offences on record which the individual did not disclose.

Any information obtained through a Criminal Record Check is confidential, and shall be accessible only by an interviewer, a senior administrator, Human Resources and/or the successful candidate's immediate supervisor. The Criminal Record Check and the statement made pursuant to Section 3.1 of the policy shall be stored with a candidate's application or, in the case of a successful candidate, in the individual's personal file in the Human Resources Department.

### PROCEDURE

To obtain a Criminal Record Check, simply contact the Police Department in the area where you reside. The original of the Criminal Record Check, including vulnerable sector screening, must be submitted to the Board before you commence employment.

N.B. Only in an exceptional case will an employee be permitted to commence employment with the Board before the Board has received the Criminal Record Check. Before any such exception is made, a binding agreement shall be entered between the employee, any applicable representative of the employee, and the Director (or his or her designate) on behalf of the Board, ensuring that verification be provided without delay and preserving the Board's power to revoke the offer of employment.



## OCCASIONAL CUSTODIANS DUTIES AND RESPONSIBILITIES

### PLEASE READ THE FOLLOWING INFORMATION AND ANSWER THE QUESTIONS

*As a supply custodian, you would be called to replace permanent custodians who are absent. Usually, you would receive a few hours or one day's notice.*

*Duties and responsibilities:*

- sweep, mop, scrub and/or vacuum hallways, floors and stairs
- empty trash cans and other waste containers
- wash windows, interior walls and ceilings
- climb ladder to change light bulbs and perform minor repairs
- clean and disinfect washrooms
- clear snow and ice from walkways or cut grass and tend grounds
- move desks and other furniture
- ensure that the school building is secured upon leaving
- perform other routine maintenance jobs and repairs and other duties assigned by Principal

1. To your knowledge, are you able to perform the duties listed above?  yes  no
2. If not, what type of accommodation do you require?
3. As a condition of employment, you are required to receive WHMIS training (Workplace Hazardous Materials Information System). Are you willing to receive this training?  
 yes  no
4. Do you consent to a Post Offer of Employment Test (POET) of Physical Capabilities, for the purpose of determining your ability to perform the essential duties of a supply custodian?  
 yes  no
5. When are you available to work?  
Time:  7:00 a.m. to 4:00 p.m.  
 3:00 p.m. to 11:00 p.m.  
 Other (specify)  
  
Days:  Monday to Friday  
 Other (specify)

6. How much notice do you require when being called in to work?

- less than one day
- 1 to 2 days
- Other (specify)

7. What is the minimum number of hours that you are willing to work in a shift?

- less than 3 hours
- 3 hours or more

8. Where are you willing to work?

- North Bay
- Powassan
- Callander
- Mattawa
- Sturgeon Falls

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Signature

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Date



## REFERENCE CHECK CONSENT FORM

Under Section 39(1)(a) of the *Freedom of Information and Protection of Privacy Act* [s.29(1) *Municipal Freedom of Information and Protection of Privacy Act*],

I, \_\_\_\_\_ authorize the Nipissing-Parry Sound Catholic  
Name of job applicant

District School Board to contact the persons or organizations listed below for the purpose of obtaining reference information, including, but not limited to, information contained in my personnel file(s) relating to medical records, psychiatric records, and violation of law records.

Name	Organization	Position Title	Telephone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date