

APPLICATION FOR EMPLOYMENT SUPPLY SECRETARY

Applicant: _____ Date: _____

To be considered for employment, you must:

A. Complete and return the following forms:

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

B. Provide the following information:

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

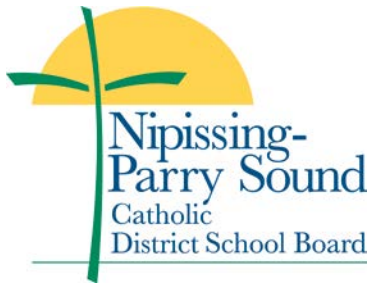
Upon receiving all of the above information, we will review your application. Interviews will be scheduled, as required. Any offer of employment will be conditional upon a candidate providing a current Criminal Record Check.

Please return all required information to the:

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

or via email to:

HumanResources@npsc.ca



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

For applicants who are not currently members of the bargaining unit related to the posted position

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

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 includes a vulnerable sector screening, shall be accepted. The applicant shall provide an original of the Criminal Record Check and shall be responsible for its cost.

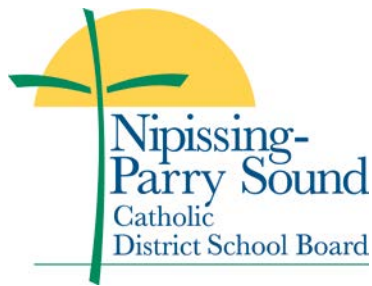
An offer of employment may be revoked if the individual refuses to consent to the check, or if the Board later discovers offences on record which the individual did not disclose.

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 a 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.



SUPPLY SECRETARIES DUTIES AND RESPONSIBILITIES

PLEASE READ THE FOLLOWING INFORMATION AND ANSWER THE QUESTIONS

As a supply secretary, you are called on an occasional basis to replace permanent secretaries who are absent. Usually, you would receive at least one day's notice.

Mandatory Requirements:

- Two-year post-secondary diploma in a secretarial or related field, or secondary school diploma combined with relevant experience and proven abilities appropriate to this position
- Related experience in a computerized environment
- Demonstrated technical skills in word processing application and with school/board databases
- Excellent interpersonal and organizational skills as well as excellent written and oral communications skills
- Ability to work in a team environment and willingness to support and enhance the school community.

Preferred Requirements:

- Familiarity and understanding of the school community
- First Aid training

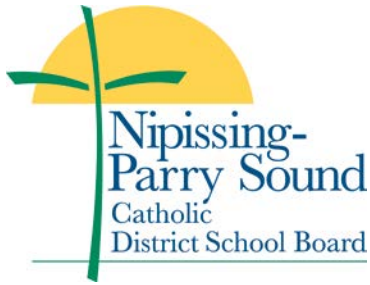
Duties and Responsibilities:

- type documents such as correspondence, reports, agenda and exams using a computer
- greet visitors and direct them to appropriate person
- open and distribute incoming mail
- maintain communication with parents, staff and students
- maintain student registers such as attendance and enrolment
- enter and maintain student data in computer
- maintain filing system
- answer telephone enquiries and relay telephone calls
- administer first aid
- perform other duties as assigned

1. To your knowledge, are you able to perform the duties listed above? yes no
If not, what type of accommodation do you require?
2. When are you available to work?
- i) Time: mornings afternoons
- ii) Days: Monday to Friday
 other (specify)
3. How much notice do you require when being called in to work?
- less than one day
 1 to 2 days
 other (specify)
4. What is the minimum number of days that you are willing to work?
- half day
 1 day
 more than 1 day
5. Where are you willing to work?
- North Bay
 Powassan
 Callander
 Mattawa
 Sturgeon Falls

Signature

Date



REFERENCE CHECK

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 #
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature

Date