



APPLICATION FOR EMPLOYMENT SUPPLY EDUCATIONAL ASSISTANT

Name: _____ Date: _____

To be considered for employment, you must:

A. Complete and return the following forms:

- Resume
- Offence Declaration, Criminal Record Check (attached)
- Reference Check Consent Form (attached)
- Supply Educational Assistant Duties and Responsibilities (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:

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

or via email to:

HumanResources@npsc.ca



**OFFENCE DECLARATION
CRIMINAL RECORD CHECK**

1. Offence Declaration

- 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*.

Signature

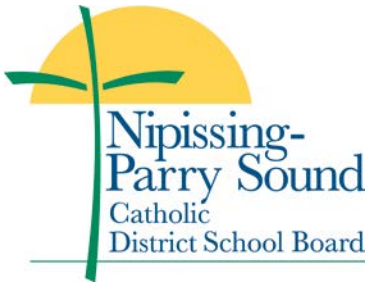
Date

2. Criminal Record Check

Your signature below confirms that you have read and understand the attached document entitled "Criminal Record Check" attached.

Signature

Date



REFERENCE FORM

Name	
Organization	
Position Title	
Telephone Number	
E-mail Address	

Type of Reference: Professional / Personal / Other
 Written reference provided? Yes

Name	
Organization	
Position Title	
Telephone Number	
E-mail Address	

Type of Reference: Professional / Personal / Other
 Written reference provided? Yes

Name	
Organization	
Position Title	
Telephone Number	
E-mail Address	

Type of Reference: Professional / Personal / Other
 Written reference provided? Yes

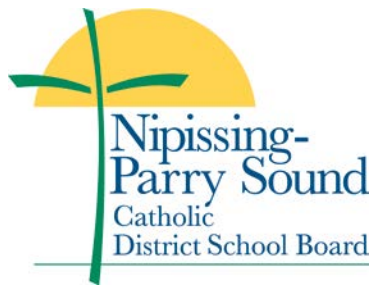
Reference Check Consent

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 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.

The below signature indicates authorization to contact individuals listed on this Reference Form.

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 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.

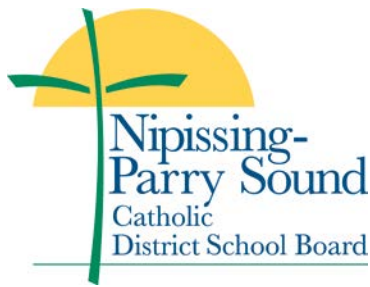
An offer of employment may be revoked if the individual refuses to consent to the check, or if the Board later discovers offences on record which the individual did not disclose.

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 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 Educational Assistant Duties and Responsibilities

PLEASE READ THE FOLLOWING INFORMATION AND ANSWER THE QUESTIONS

As a supply educational assistant, you are called on an occasional basis to replace permanent educational assistants who are absent. Usually, you would receive one day's notice.

Mandatory Requirements:

- Two-year post-secondary diploma in a relevant field such as Developmental Service Worker, Youth Worker, Early Childhood Education or Practical Nursing (formerly RNA diploma)
- Experience working with students with multiple needs including physical needs, autism, developmental delays, behaviour and anger management needs
- Demonstrated ability to work in a team environment
- Working knowledge and experience of behaviour modification strategies
- Knowledge of augmentative communication strategies
- First Aid training

Preferred Requirements:

- Excellent interpersonal skills
- Good written and oral communication skills
- Non-violent crisis intervention training would be an asset
- Experience in a computerized environment

Duties and Responsibilities:

Assist in the design, development, implementation, and monitoring of individual student programs in the following areas:

i) Academic

- organize and prepare learning material and equipment
- explain, review, and supervise academic work
- assist the student in developing communication skills

ii) Physical Care

- assist the student in developing basic life skills
- provide personal care such as feeding, hygiene, toileting and dressing
- assist the student in developing fine and gross motor skills
- provide medical procedures such as administering oral medication, catheterizing, securing prosthesis, and performing physiotherapy
- lift, secure, and transport student
- supervise arrival and departure of students

iii) Social Skills

- assist the student in developing social skills through integration programs, field trips and other activities
- assist in the development and implementation of behaviour modification strategies

1. a) To your knowledge, are you able to perform the duties listed above? yes no

b) 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