

LOUIS RIEL SCHOOL DIVISION SUBSTITUTE CLERICAL APPLICATION



Dear Applicant:

Thank you for your interest in becoming a substitute clerical with the Louis Riel School Division (LRSD).

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applicants from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

The following documents are required and must be attached to the completed Substitute Clerical Application Form for your application to be considered:

- ☐ **Resume**
- ☐ **Diploma/certificate in clerical or related education would be an asset** - (provide a copy).

We thank all applicants for their interest; however only applicants selected for employment will be contacted. Applicants that are hired as a Substitute Clerical will be emailed further instructions, including the submission of additional documentation. All offers of employment with LRSD are subject to the results of a Criminal Record Check including Vulnerable Sector Search and clear report from the Child Abuse Registry.

Next Steps for Individuals who receive an offer of employment by LRSD:

Individuals who receive an offer of employment as a Substitute Clerical will be required to provide the following documentation at the time of hire:

- **Criminal Record Check including Vulnerable Sector Search** dated within one year. In the event you are ordering a new CRC please see the following link <https://www.winnipeg.ca/police/services/online-record-checks>. Once approved by the City of Winnipeg Police they will send you approval. Please download the approved document as a PDF and send by email attachment to susan.mistelbacher@lrzd.net. We will not be accepting printed copies. If you have a hard copy CRC in your possession dated prior to July 2023, dated within one year, we will accept the original of this form only to certify.
- **Provincial Child Abuse Registry** - Child Abuse Registry Checks can be obtained at the Child Abuse Registry Unit, 1st floor, 777 Portage Avenue, Winnipeg, MB between 8:30 and 4:30 Mon – Fri. or thru online application at https://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html. Child Abuse Registry documents will be accepted if less than one year old. Please note that the ORIGINAL Child Abuse Registry Check must be presented at our receptionist and a certified copy will be made.
- **Respect in School training certificate**– <https://mbed-school.respectgroupinc.com> . Copy of certificate to be included.
- **Social Insurance Document** - A Social Insurance Card/letter and current valid photo ID.
- **Federal and Provincial TD1 Form**
- **Direct Deposit Form**

Upon receipt of the documentation a confirmation email will be sent by LRSD, including information on the division's automated substitute booking system. The division determines the work assignments for substitute library assistant including days assigned and school locations, based on school and divisional needs.

Employment by LRSD for substitute clerical is valid for one school year. Reapplication is required annually and does not guarantee future re-employment.

Thank you for your careful attention in completing this application process.



2023-2024

SUBSTITUTE CLERICAL STAFF EMPLOYMENT APPLICATION

Personal and Employment Information

Name:

Last Name

First Name

Middle Name

Address:

Street Name, Box No., etc. / City, Town / Province / Postal Code

Phone No. _____

Cell Phone No.: _____

Email Address: _____

If previously employed by the Louis Riel School Division, specify position: _____

Education

Name of School/University/College	Degree/Diploma	Year Issued	Major	Minor

Substitute Information

Please indicate the skills and information that apply to you:

Computer Skills: ☐ Microsoft Word ☐ Microsoft Excel ☐ PowerPoint ☐ Access
Office Skills: ☐ Typing _____ wpm ☐ Switchboard ☐ Photocopier ☐ Facsimile
Languages: ☐ Bilingual (French) ☐ speak fluently ☐ read fluently

Please indicate your work preferences:

☐ All Schools ☐ English K-8 ☐ English 9-12 ☐ French Immersion K-8 ☐ French Immersion 7-12

Additional Information for Consideration: _____

Attach Resume: Please submit a copy of your current resume along with this application.

OFFICE USE ONLY

Employee No.	CRC		
Payroll:	CAR		
NAV:	Sub Pkg Sent:	SIN :	RIS:
Recommendation for Hire:	<input type="checkbox"/> Yes <input type="checkbox"/> Other	Reference Check done by:	(Signature)

References: (required to process application)

Please identify three employment references qualified to comment on your skills and abilities.

Name	Position	Email address	Daytime Phone

IMPORTANT NOTES REGARDING YOUR APPLICATION:

Only complete applications will be reviewed for consideration of employment. The following required documentation must be attached to the completed Substitute Clerical Application Form:

- ☐ **Resume – provide a copy;**
- ☐ **diploma/certificate in secretarial or office administration would be an asset.**

When all of the above information is received, your application will be reviewed.

Only those applicants selected for placement on the Louis Riel School Division Substitute Clerical List will be contacted.

If placed on the list, you will be emailed instructions regarding the balance of documentation required.

SIGNATURE OF APPLICANT

I have read the important notes regarding my application.

I hereby certify that the information given in this application is true, correct, and complete, to the best of my knowledge. I understand that falsified or misleading statements and omissions will result in rejection of this application, and, if employed, may be cause for my termination. I also understand that employment with the Division is conditional upon the results of a Criminal Record Check and a clear report from the Provincial Child Abuse Registry.

I give consent to the Louis Riel School Division (LRSD) to inquire about, investigate, and obtain copies of any records that relate to me from my former employers and educational institutions. I hereby release Louis Riel School Division and affiliated employees, and any person or institution that provides LRSD with any lawful information about me, from any and all liability whatsoever resulting from any such inquiry, investigation, or communication.

I understand that any information secured by the Division is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. The information collected is necessary to determine the applicant's competence and qualifications and may be used to create the employment records.

The Louis Riel School Division will use information obtained on this Form only to complete the recruitment and hiring process. This includes conducting reference checks based on information provided on this form or on attached documents. This information will not be shared with other organizations and will remain confidential.

Signature of Applicant

Date