

## LOUIS RIEL SCHOOL DIVISION SUBSTITUTE LIBRARY ASSISTANT APPLICATION



Dear Applicant:

Thank you for your interest in becoming a substitute library assistant 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 Library Assistant Application Form for your application to be considered:

☐ **Resume**

☐ **Diploma/certificate in library management 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. Please be aware that the process can take several weeks. Applicants that are hired as a Substitute Library Assistant 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. All applicants must have legal status to work in Canada.

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

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

- **Criminal Record Check including Vulnerable Sector Search** dated within 3 months. 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. Instructions on providing the online copy will be provided at a later time. Printed copies of the online form are not accepted. If you do not live within City limits and are ordering thru the RCMP the original hardcopy CRC will need to be provided and a certified copy will be made .
- **Provincial Child Abuse Registry** - Child Abuse Registry Checks can be obtained at the Child Abuse Registry Unit, 1<sup>st</sup> 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](https://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html). Child Abuse Registry documents will be accepted if less than 3 months old. The original Child Abuse Registry Check will need to be presented and a certified copy made. (The original will be returned)
- **Respect in School training certificate**– <https://mbed-school.respectgroupinc.com>. Copy of certificate to be included which indicates the date and certificate number.
- **Social Insurance Verification** – Presentation of an original Social Insurance Card/letter or other government document that contains the complete Social Insurance Number and current valid photo ID. (these will not be copied or kept)
- **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 library assistant 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.



2025 - 2026

## SUBSTITUTE LIBRARY ASSISTANT 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:

Library Skills:

☐

Related Library Experience

☐

Experience with Destiny Library Management

Languages:

☐

Bilingual

(specify Languages: \_\_\_\_\_)

☐ 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.	CAR
Payroll:	CRC
NAV	Sub Pkg Sent
RIS	SIN
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.** References are required to be supervisors/managers and not co-workers or personal.

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 Library Assistant Application Form:

☐ **Resume – provide a copy;**

☐ **Library Management diploma/certificate or any related education will 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 Library Assistant 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 I have 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

**www.lrsd.net**  
**900 St. Mary's Road, Winnipeg, MB R2M 3R3**  
**Phone: (204) 257-7827, Fax: 257-8103**