

LOUIS RIEL SCHOOL DIVISION SUBSTITUTE TEACHER APPLICATION

Dear Applicant:

Thank you for your interest in becoming a substitute teacher 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, and identities.

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

- ☐ **Resume**
- ☐ **Manitoba Teachers' Certificate** - (provide a copy). You must hold a Permanent or Provisional Teaching Certificate issued by Manitoba Education to teach in Manitoba.

We thank all applicants for their interest; however, only applicants selected for employment will be contacted. Applicants that are hired as a Substitute Teacher 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 hold 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 Teacher will be required to provide the following documentation at the time of hiring. Please ensure that all legal names, including former names, are shown on all documentation.

- **Criminal Record Check including Vulnerable Sector Search**, also referred to as Police Information Check dated within 6 months. A Criminal Record Check can be obtained online at <https://www.winnipeg.ca/police/services/online-record-checks>. Once approved by the City of Winnipeg Police, you will be sent an approval, and a PDF copy should be downloaded. Instructions on providing a copy to LRSD will be provided; printed copies are not accepted. **Please make sure you are on the Winnipeg Police website and not another site, as they will not be accepted.** If you do not live in the City of Winnipeg and have obtained a RCMP CRC, the original hard copy will need to be presented for certification.
- **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 checks must be dated within 6 months. The original Child Abuse Registry form will need to be presented, and we will make a certified copy made for our records.
- **Respect in School training certificate** – <https://mbed-school-respectgroupinc.com>. Copy of Certificate to be included which included both the date and certificate number.
- **Social Insurance Document** - A Social Insurance Card/letter or official government document with SIN and current valid photo ID. (copies or cell phone images will not be accepted)
- **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 and a Substitute Teacher Contract will be provided. The division determines the work assignments for substitute teachers including days assigned, grade levels, subject areas, and school locations, based on school and divisional needs.

Employment by LRSD for substitute teaching 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.

A. PERSONAL AND EMPLOYMENT INFORMATION

NAME: _____
Last Name First Name Middle Name

ADDRESS: _____
Street Address or Box No. City/Town Province Postal Code

CELL PHONE NO.: _____ PERSONAL E-MAIL: _____

Man. Teaching Certification No.: _____ PSP No.: _____

Salary Classification: _____ Are you presently receiving earnings from TRAF (Teachers' Retirement Allowance Fund)? ☐ Yes ☐ No

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

B. POST SECONDARY EDUCATION

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

C. SUBSTITUTE INFORMATION

- ✓ Check **Grades** you are qualified to teach:
- ☐ K-4 ☐ 5-8 ☐ 9-12 ☐ English ☐ French Immersion
- ✓ Check **Specialty Areas** you are qualified to teach:
- ☐ Band ☐ Guitar ☐ Phys. Ed. ☐ Library ☐ Student Services
- ☐ Choral ☐ Music ☐ EAL ☐ Special Education
- ✓ Check **Senior High Subjects** you are qualified to teach:
- ☐ Art ☐ Computer ☐ French (Basic) ☐ Math ☐ Social Studies
- ☐ Biology ☐ ELA ☐ Geography ☐ Physics ☐ Spanish
- ☐ Business Ed. ☐ Français ☐ History ☐ Science ☐ Theatre/Drama
- ☐ Chemistry
- ✓ Check **Human Ecology/Applied Technology (Formerly Industrial Arts) Specialty Area** you are qualified to teach:
- ☐ Human Ecology ☐ Applied Technology (Formerly Industrial Arts)
- ✓ Check **Vocational Teacher Education Certificate/Trade** you are qualified to teach:
- ☐ Auto Technology ☐ Building Trades ☐ Computers ☐ Electrical Trades ☐ Hairstyling ☐ Plumbing
- ☐ Broadcast Media ☐ Commercial Food ☐ Early Childhood ☐ Esthetics ☐ Pastry Chef

D. REFERENCES

Please identify three supervisor references – Principals, VPs, etc. Do **NOT** use other teachers, EAs or clerical staff.

Name	Position/Employer	Email	Daytime Phone

OFFICE USE ONLY

Employee No.:		CAR:		Eligibility Letter	
Payroll:		CRC:		Email	
NAV:		Sub. Pkg.:		RIS:	Verified: ☐
Recommendation for Hire:	☐ Yes ☐ Other	SIN:	Verified:	Class & Years	V/O:
Reference Check Approval Signature:				Contract Signing	

E. 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 Teaching Application Form:

☐ **Resume** – provide a copy

☐ **Manitoba Teachers' Certificate** (provide a copy).

You must hold either a Permanent or Provisional or Teaching Certificate issued by Manitoba Education in order to teach in Manitoba.

- When all the above information is received, your application will be reviewed.
- Only those applicants selected for placement on the Louis Riel School Division Substitute Teaching List will be contacted.
- If placed on the list, you will be emailed with instructions regarding the balance of documentation required.
- The Louis Riel School Division Substitute Teaching List is valid for one year. Re-application is required annually.

F. 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 LRSD 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

