



MEDICINE HAT SCHOOL DISTRICT No. 76

601 – 1 Ave., S.W.
Medicine Hat, Alberta, T1A 4Y7

Application for Clerical Position

Date: _____

Name _____

Address _____

City _____ Prov./State _____

Country _____ Postal Code _____

Daytime Phone _____ Evening Phone _____

Present Occupation _____ Employer _____

Training and Education

Alberta High School Diploma/Equivalent Yes No

Training/Education beyond High School _____

Computer Proficiency: None Novice General Trainer
 Word Processing Database Spread Sheet Email

Previous Employment (Begin with current/most recent)

School District/Employer: _____

Address: _____

Supervisors Name: _____ Phone: _____

Dates of Experience: _____ to _____ Position: _____

Duties and Responsibilities:

School District/Employer: _____

Address: _____

Supervisors Name: _____ Phone: _____

Dates of Experience: _____ to _____ Position: _____

Duties and Responsibilities:

School District/Employer: _____

Address: _____

Supervisors Name: _____

Phone: _____

Dates of Experience: _____ to _____

Position: _____

Duties and Responsibilities:

References:

Reference Name (print) _____ Position _____ Daytime Phone _____ Evening Phone _____

Reference Name (print) _____ Position _____ Daytime Phone _____ Evening Phone _____

Reference Name (print) _____ Position _____ Daytime Phone _____ Evening Phone _____

Employment wanted Part Time Full Time

School Preferred _____

Are you prepared to travel from school to school Yes No

Date Available for Work _____

I authorize Medicine Hat School District No. 76 to contact any past employers even if they are not listed as references.

yes no

I have submitted a current *Police Information Check (including Vulnerable Sector Search)* and *Children's Services Intervention Record Check*.

yes no

***note: The Medicine Hat Police Services (MHPD), 884-2nd Street., SE, Medicine Hat, AB provides the service.**

If you have not submitted a Police Information Check (including Vulnerable Sector Search) and Child Welfare Check, I understand that employment is conditional on a clear Criminal Record Check and Child Welfare Check.

Have you ever been suspended, terminated from, been disciplined or received a letter of discipline, or resigned from employment when charges against you were pending or an investigation into your behavior was pending?

yes no

Agreement

I hereby certify that the above information, to the best of my knowledge, is true, accurate and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. I authorize verification of any of this information. I authorize all current and former employers to release any information concerning my background.

Signature

Date

This Application will be kept on file for one year

Please send all completed applications to:

Dr. Grant Henderson

Associate Superintendent: Human Resources

Medicine Hat School District No. 76

601-1Ave., SW,

Medicine Hat, Alberta. Canada

T1A 4Y7

Phone: (403) 528-6734 Fax: (403) 529-5339

Email: rita.olsen@sd76.ab.ca

For more information the District Internet address is <http://www.sd76.ab.ca>