



203 Elizabeth Drive
 Gander, NL A1V 1H6
 P: (709) 256-2547
 F: (709) 651-3044
 E: humanresources@ncsd.ca

SUPPORT STAFF APPLICATION FORM

A. Position Applying For: _____

B. IDENTIFICATION:

Surname: _____ Given Name: _____
 Salutation: Mr. Mrs. Ms. Miss

C. MAILING ADDRESS:

Phone: _____
Email: _____

D. POST SECONDARY EDUCATION:

Please give a complete list of post-secondary institutions you have attended and list all degrees, diplomas, majors, minors, and completion dates.

Institution	Degree/Diploma	Major	Minor	Completion Date

E. OTHER TRAINING

Please list all other in-service training, course providers, and other courses completed.

Course	Provider	Completion Date

F. COURSE DATA

Do you have a First Aid course?

Yes No If yes, expiry date? _____

Do you have CPR?

Yes No If yes, expiry date? _____

Note: Please send a copy of certificates with application.

G. WORK EXPERIENCE

Please list your work experience and Supervisors below. Please note related experience (most recent first).

Place of Work	Position	From	To	Supervisor

H. REFERENCES

The attached reference check consent form must be completed and submitted.

I. WORK PREFERENCE

List the schools (list of schools attached) in which you would prefer to work:

Reference Check Consent Form

I _____ hereby authorize School District 3, Nova Central School District, to contact the persons or organizations listed below for the purposes of obtaining validation of experience, qualifications and employment references. These persons are authorized to disclose such information.

Reference Name	Business	Position	Telephone	
			Work	Home

I hereby certify that the information given on this form is correct.

Signature

Date

Note: The completed application form must be forwarded to District Office with copies of:

- Transcripts from any completed courses
- Resume
- Current police certificate of conduct

Note: Offers of employment are conditional upon verification of qualifications and work experience, as well as the receipt of the certificate of conduct.

The personal information requested on this form is collected under the authority of the Schools Act, 1997 for recruitment, selection, and employment purposes, and for other purposes that relate directly to, and are necessary for, human resource administration. This information will be treated in accordance with the privacy protection provisions of the Access to Information and Protection of Privacy Act, and school district staff are required by law to protect the personal information provided on this form. If you require further information regarding the collection and use of this information, please contact the Assistant Director of Education (Human Resources) or the Senior Administrative Officer (Corporate Services) at (709) 256-2547.

Nova Central School District School Selection Form

Name: _____

Date: _____

Position: _____

Contact #: _____

- | | |
|--|--|
| <input type="checkbox"/> A.R. Scammel Academy, Change Islands
<input type="checkbox"/> Avoca Collegiate, Badger
<input type="checkbox"/> Baie Verte Collegiate
<input type="checkbox"/> Baie Verte Academy
<input type="checkbox"/> Bay d’Espoir Academy, Milltown
<input type="checkbox"/> Bayview Primary, Nipper’s Harbour
<input type="checkbox"/> Botwood Collegiate
<input type="checkbox"/> Brian Peckford Elementary, Triton
<input type="checkbox"/> Cape John Collegiate, La Scie
<input type="checkbox"/> Centreville Academy
<input type="checkbox"/> Charlottetown Primary
<input type="checkbox"/> Cottrell’s Cove Academy
<input type="checkbox"/> Dorset Collegiate, Pilley’s Island
<input type="checkbox"/> Exploits Valley High, Grand Falls-Windsor
<input type="checkbox"/> Exploits Valley Intermediate, Grand Falls-Windsor
<input type="checkbox"/> Fitzgerald Academy, English Harbour West
<input type="checkbox"/> Fogo Island Central Academy
<input type="checkbox"/> Gander Academy
<input type="checkbox"/> Gander Collegiate
<input type="checkbox"/> Gill Memorial Academy, Musgrave Harbour
<input type="checkbox"/> Glovertown Academy
<input type="checkbox"/> Green Bay South Academy, Robert’s Arm
<input type="checkbox"/> Greenwood Academy, Campbellton
<input type="checkbox"/> H.L. Strong Academy, Little Bay Islands
<input type="checkbox"/> Helen Tulk Elementary, Bishop’s Falls
<input type="checkbox"/> Heritage Academy, Greenspond
<input type="checkbox"/> Hillside Elementary, La Scie
<input type="checkbox"/> Hillview Academy, Norris Arm
<input type="checkbox"/> Holy Cross School Complex, Eastport
<input type="checkbox"/> Indian River High, Springdale
<input type="checkbox"/> Indian River Academy, Springdale
<input type="checkbox"/> J.M.Olds Collegiate, Twillingate
<input type="checkbox"/> Jane Collins Academy, Hare Bay | <input type="checkbox"/> John Watkins Academy, Hermitage
<input type="checkbox"/> King Academy, Harbour Breton
<input type="checkbox"/> Lakeside Academy, Buchans
<input type="checkbox"/> Lakewood Academy, Glenwood
<input type="checkbox"/> Leading Tickles Primary
<input type="checkbox"/> Leo Burke Academy, Bishop’s Falls
<input type="checkbox"/> Lewisporte Academy
<input type="checkbox"/> Lewisporte Intermediate
<input type="checkbox"/> Lewisporte Collegiate
<input type="checkbox"/> Long Island Academy, Beaumont
<input type="checkbox"/> Lumsden School Complex
<input type="checkbox"/> MSB Regional, Middle Arm
<input type="checkbox"/> Memorial Academy, Botwood
<input type="checkbox"/> Millcrest Academy, Grand Falls-Windsor
<input type="checkbox"/> New World Island Academy
<input type="checkbox"/> Pearson Academy, Wesleyville
<input type="checkbox"/> Phoenix Academy, Carmanville
<input type="checkbox"/> Point Leamington Academy
<input type="checkbox"/> Riverwood Academy, Wing’s Point
<input type="checkbox"/> Sandstone Academy, Ladle Cove
<input type="checkbox"/> Smallwood Academy, Gambo
<input type="checkbox"/> Sprucewood Academy, Grand Falls-Windsor
<input type="checkbox"/> St. Gabriel’s All-Grade, St. Brendan’s
<input type="checkbox"/> St Joseph’s Elementary, Harbour Breton
<input type="checkbox"/> St. Paul’s Intermediate, Gander
<input type="checkbox"/> St. Peter’s Academy, Westport
<input type="checkbox"/> St. Peter’s All Grade, McCallum
<input type="checkbox"/> St. Stephen’s All Grade, Rencontre East
<input type="checkbox"/> Twillingate Island Elementary
<input type="checkbox"/> Valmont Academy, King’s Point
<input type="checkbox"/> Victoria Academy, Gaultois
<input type="checkbox"/> William Mercer Academy, Dover
<input type="checkbox"/> Woodland Primary, Grand Falls-Windsor |
|--|--|

Please return by mail to: Human Resources Division
 203 Elizabeth Drive, Gander, NL A1V 1H6
 or fax to: (709)651-3044