



**APPLICATION FOR TEACHING POSITION**

Date of application \_\_\_\_\_

\_\_\_\_\_  
Surname Given name and initial

Address \_\_\_\_\_  
Suite or House No. Street No. and Name or P.O. Box

\_\_\_\_\_  
City Province Country Postal Code

Telephone No. Home \_\_\_\_\_ Cell \_\_\_\_\_ Business \_\_\_\_\_  
(Area code if not 403)

Person to be notified in case of emergency \_\_\_\_\_

**Employability status:**

Canadian citizen \_\_\_\_\_ Landed immigrant \_\_\_\_\_ Would require work visa \_\_\_\_\_

Social Insurance Number \_\_\_\_\_

**Indicate which grades you wish to teach. If you wish to be considered for more than one range of grades, please indicate by marking the box beside your first preference 1, your second 2, and so on.**

Pre-school.  K-3.  4-6.  7-9.

Indicate subject area preference(s) \_\_\_\_\_

Special education  
(Indicate area of expertise ) \_\_\_\_\_

Counselling

**Do you wish to be employed:**

Full-time  Part-time  Either  Substitute

**If part-time, indicate percentage of full-time desired \_\_\_\_\_**

## CERTIFICATION

**1. If you have an Alberta Teaching Certificate, complete the following:**

**Mark one:**                       Permanent                       Interim  
Certificate No \_\_\_\_\_

**2. If you do not hold an Alberta Teaching Certificate, complete the following:**

**Mark one:**

- I will contact the Registrar, Alberta Department of Education, regarding certification.
- I have applied to the Alberta Department of Education for teaching certification and have not yet received a decision.
- I am a student at one of the universities in Alberta and certification will be recommended by my Dean.
- I have received notice from the Alberta Department of Education that I am eligible for certification.
- I have no immediate plans to apply for Alberta Certification.

**3. If you hold Teacher Certification from a jurisdiction outside of Alberta, indicate below:**

Name of jurisdiction \_\_\_\_\_  
(country, state or province)

Certificate type \_\_\_\_\_

Certificate No. \_\_\_\_\_

## QUALIFICATION EVALUATION

**Please mark one:**

- I now hold an official Alberta Teacher Qualifications Service Evaluation for \_\_\_\_\_ years and enclose or will provide a copy of this statement.
- I will contact the Teacher Qualifications Service, Alberta Teachers Association, Edmonton, Alberta, for an official evaluation.
- Not applicable, as I am not a k-12 Alberta Curriculum teacher.

**EDUCATION**

**High school name, and location:** \_\_\_\_\_

Year graduated from high school \_\_\_\_\_

**University/College education:**

Dates attended From/To	Name of Institution	Degree Granted	Major/Minor	Full or Part time

**TEACHING EXPERIENCE**

**If you have teaching experience other than student teaching please complete the following section, starting with your most recent experience:**

Name and address of school and school district	Subjects and grades taught	Indicate Full/part time	From      To Mo./Yr. Mo./Yr.	Reason for leaving

**If you have less than one full year teaching experience, complete the following section regarding your student teaching experience:**

Name and address of school/School District	Grades and subjects taught	Dates taught

**REFERENCES**

**Please provide three professional references.**

1. Name: \_\_\_\_\_  
Nature of relationship to applicant: \_\_\_\_\_  
Location if not Calgary \_\_\_\_\_  
Telephone Number: Area Code \_\_\_\_\_ Number \_\_\_\_\_

2. Name: \_\_\_\_\_  
Nature of relationship to applicant: \_\_\_\_\_  
Location if not Calgary \_\_\_\_\_  
Telephone Number: Area Code \_\_\_\_\_ Number \_\_\_\_\_

3. Name: \_\_\_\_\_  
Nature of relationship to applicant: \_\_\_\_\_  
Location if not Calgary: \_\_\_\_\_  
Telephone Number: Area Code \_\_\_\_\_ Number \_\_\_\_\_

**I hereby certify that all statements in this application are, to the best of my knowledge, true.** I understand that any statement found to be false shall be considered to be grounds for disqualification, and for dismissal if discovered after being hired.

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Spaces for signature may be left blank if Application is made by email. Signatures will be requested at the time of any interview.

**SECURITY CLEARANCE**

**Have you had any convictions for which a pardon has not been given, other than minor traffic violations?:**

**Please mark one.**  Yes     No      If “yes”, indicate the charge in the space below.

<u>Nature of Conviction</u>	<u>Date of Offence</u>
_____	_____
_____	_____
_____	_____

\*Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Offers of employment are subject to a satisfactory police security clearance.

**Information management**

Information in this Application is collected and managed in terms of The Calgary Jewish Academy *Protection of Personal Information Policy* #5.69

1. It is collected to assist the school to make employment decisions.
2. If the applicant is hired, it will be retained in his/her employment file, and will be accessible to administration as needed to manage the employment relationship.
3. If the applicant is not hired, unless the application is withdrawn by the applicant, it will be retained until the end of the first full school year following the date of application in case the school needs to hire additional teachers, after which it will be destroyed.