



# Border Land School Division

120 9<sup>th</sup> Street N.W.  
ALTONA, MB. R0G 0B1  
Tel: (204) 324-6491 Fax: (204) 324-1664  
[Email: blsd@blsd.ca](mailto:blsd@blsd.ca)

## EDUCATIONAL ASSISTANT APPLICATION FORM 2019 - 2020 (Valid for current school year)

To be considered for an interview, a **COMPLETE** application must be submitted including **copies** of all applicable certificates and diplomas. A complete application shall include the following items:

- Application Form
- Current Resume
- Names of Three References

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Present Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number – Home: \_\_\_\_\_ Phone Number – Other: \_\_\_\_\_

Email address: \_\_\_\_\_

What languages do you:

Speak? \_\_\_\_\_

Read? \_\_\_\_\_

Write? \_\_\_\_\_

### Academic and Professional Education:

School Type	Location & Name	No. of Years	Year Graduated	Standing or Degree Attained
High School				
Post Secondary				
Other				

### Work Experience (list in order, last or present employer first)

Name of Employer	Position held	Period of Employment	Total Years
1.			
2.			
3.			
4.			

Please provide details with respect to previous educational assistant experience (or any previous experience working with children):

**General Information:**

Special Training and Experience (Music, Art, Drama, WEVAS, First Aid, etc.)

Previous Participation in Extra-Curricular, Cultural, and Community Activities:

Recent Courses, Workshops, and Seminars:

**References:** Three work related references are required – including former employer, supervisor or co-worker. Principals and/or teachers who can describe your capabilities are acceptable. We will not accept references from family members, friends, neighbours, coaches.

Name	Position	Address	Phone Number

Date available for employment:  
(dd/mm/yy)

All successful applicants will be required to provide a current **Criminal Record Check** and a completed **Child Abuse Registry Self Check**.

**APPLICANT DISCLOSURES**

1. Do you have any physical disabilities or health problems that Border Land School Division would need to take into consideration when determining job placement? (optional question)  Yes  No

If yes, please indicate:

2. Have you ever been convicted of a criminal offence under the Criminal Code of Canada?  Yes  No

If yes, please provide details:

3. Are there any outstanding criminal charges against you?  Yes  No

If yes, please provide details:

4. Are you registered on the Child Abuse Registry?  Yes  No

If yes, please provide details:

5. Are there any outstanding investigations of you regarding child abuse?  Yes  No

If yes, please provide details:

You will be informed if a decision is made not to employ you as a result of a criminal record or registration on the Child Abuse Registry.

### **APPLICANT DECLARATION**

I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission may result in my dismissal if I am employed.

I understand that the Division has adopted a policy which requires all individuals offered employment with the Division to undergo a Criminal Record Search and a Child Abuse Registry Check. Employment is conditional upon the results of these checks. (Disclosure of a criminal record may not necessarily preclude you from the position for which you may be considered.)

I HEREBY AUTHORIZE BORDER LAND SCHOOL DIVISION TO CONDUCT A PERSONAL INVESTIGATION IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT; AND HEREBY AUTHORIZE ANY PERSON, EMPLOYER, OR ORGANIZATION, TO PROVIDE ANY INFORMATION, OPINION, REPORTS, RECORDS, DOCUMENTS OR COPIES THEREOF IN ANY FORM WHICH MAY BE REQUESTED IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT WITH THE BORDER LAND SCHOOL DIVISION. **AGREED:**  **(Please check)**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date