



**SCHOOL DISTRICT No. 62 (SOOKE)**

3143 Jacklin Road, Victoria, BC V9B 5R1

Telephone: (250) 474-9800

**NON-TEACHING APPLICATION**

**Date of Application:** \_\_\_\_\_

**Name:** Mr. Ms. \_\_\_\_\_  
(circle one) (surname) (first name) (second name)

**Address:** \_\_\_\_\_  
(mailing address) (city) (province) (postal code)

**Telephone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
(home numer) (alternate number)

**Type of work applied for:**

Bus Driver Clerical Custodial Grounds Maintenance Education Assistant

Other: \_\_\_\_\_

**Please attach:**

- an updated and comprehensive resume, including previous employers and references with their phone numbers
- a copy of your grade 12 completion certificate
- a copy of any pertinent certificates and/or awards
- any other relevant information pertaining to the position you are applying for

Review all the information you have provided, as it will be used to determine your suitability for employment.

**DECLARATION:**

**I certify that I have never been convicted of sexual or physical abuse against children, or violence, or crimes against children.**

**I certify that the statements made by me in this application are true and complete to the best of my knowledge. I understand that if any of these statements are found to be untrue, this application may be rejected or your employment may be terminated.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The personal information on this form is collected by School District No. 62 (Sooke) under the authority of the School Act, section 15(1). The information will be used solely for the purpose of the recruitment and selection of staff and will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the Information and Privacy Coordinator, School District No. 62 (Sooke), 3143 Jacklin Road, Victoria, B.C., V9B 5R1; Phone (250) 474-9800. All applications will be kept on file for six months, unless they are updated before that time.