

Principal/Vice Principal Application

School District No. 62 (Sooke)

3143 Jacklin Road, Victoria, BC V9B 5R1
 Telephone: 250-474-9830 / Fax: 250-474-9893



IMPORTANT INSTRUCTIONS FOR ALL APPLICANTS

- 1) You must demonstrate your qualifications in this application form to be considered for an interview, so it is very important that you provide all information relevant to your qualifications for the position. Applicants are asked to complete this form. You may also attach a resume. Please note that post-secondary transcripts may be requested, so it is beneficial if you provide them along with this application form and/or have them readily available.
- 2) Please print or type **one application form per competition** and fully complete all sections. Photocopies of this form are acceptable, but please do not alter this form.
- 3) Late applications cannot be accepted after the closing date and time. Closing time is 4:00 p.m.

Last/Surname		First Name		Middle Name	
Street Address		City		Province	Postal Code
Phone Number	Alternate Phone Number		Email Address (please check daily)		

Title of the Position Applied For:

Competition #:

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(please note: one application form is required for each position/competition number)

**British Columbia College of Teachers
 Registration Number**

Teacher Qualification Service Category Number

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Formal Education (please attach transcripts; copies are acceptable)

Institution University/College	Dates From/To	Degree/Diploma	Field of Study Major	Minor
<i>Undergraduate</i>				
<i>Graduate</i>				
<i>Post Graduate</i>				

Specific Courses Completed (Please indicate the particular courses you have completed that you see as relevant for the posting. For instance, LA/IS, French, Tech. Ed., etc.)

Institution University/College	Dates From/To	# of Hours of Course Work Completed	Course Name

Other education applicable to the posting (Please indicate any other certificates and/or training you have completed relevant to the posting.)

Institution University/College	Dates From/To	Details

Teaching/Administrative Assignments Held (If you an internal candidate, please record all of your assignments within School District #62 as well as information about any teaching/administrative assignments you held prior to starting with our District. Start with your most recent assignment. If you require more space than is provided on this form, please attach a separate sheet to this form.)

* FTE refers to the percentage of the assignment - i.e. 1.0, 0.8, 0.6, 0.4, etc.

School/District	*FTE	Dates From/To	Assignment Details (i.e. grades/subject areas, etc.)	Immediate Supervisor's Name

Accomplishments of Note/Related Volunteer Work/Evidence of Innovation in Teaching and/or

Administration (Please indicate any other experience you have in addition to your teaching experience which is related to the posted position. If you require more space, please attach a single sheet.)

Name of Organization	FTE	Dates From/To	Assignment Details	Immediate Supervisor's Name

Professional References (must include your immediate supervisor; must be current; please include only people who have supervised you as a teacher)

Reference Name	Position Title	Institution	Contact Phone No.	Email Address (business and home if available)

Are you legally entitled to work in Canada? Yes ____ No ____

All positions require a Criminal Record Check per the Criminal Records Review Act of British Columbia. Is there any reason that you may be unable to pass such a check? Yes ____ No ____

If you answered YES to the above, have you been convicted of a related criminal offense for which you have not received a pardon? Yes ____ No ____

By signing below, I am certifying that the information on this application and in any other documents appended to this application are true and accurate. I understand that my failure to completely and truthfully answer the questions asked of me when discovered will constitute sufficient grounds for my dismissal. I hereby authorize School District #62 to contact the references provided, and I authorize references contacted to release information to the District. I also authorize School District #62 to contact any references they wish, and I understand that the District will advise me of who those additional references are before they are contacted. I further understand that confidential professional reference reports provided at the time of my application will not be made available to me.

Applicant's Signature

Date

The information contained herein is collected under the authority of the School Act, Section 15(1). The information will be used solely for the purpose of Human Resources and will be protected under the *Freedom of Information and Protection of Privacy Act*. This information will be used only for the recruitment and selection of staff. We follow human rights law in British Columbia, which prohibits discrimination in employment practices because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or conviction of a criminal or summary offence that is unrelated to employment.