



Turtle River School Division

Casual Employee Application

Name:	Email Address:	
Mailing Address:	City:	Postal Code:
Phone number:	Cell Phone:	

I would like to apply for the following casual/substitute positions for the **2020/2021** school year:

- Substitute Teacher with a valid Manitoba teaching certificate (please attach copy of certificate)
- Substitute Teacher without a valid Manitoba teaching certificate (Grade 12 or equivalent required)
 - 10 days or less Greater than 10 days (see Limited Teaching Permit below)
- Substitute Educational Assistant/Librarian
- Substitute School Secretary
- Substitute Jr. Kindergarten Instructor
- Substitute Custodian/Cleaner
- Substitute Bus Driver (route & extra-curricular trips) (bus driver course & Class II driver's licence required)

I would like to work at the following schools:

<input type="checkbox"/> Alonsa School	<input type="checkbox"/> McCreary School
<input type="checkbox"/> Glenella School	<input type="checkbox"/> Parkview Colony School*
<input type="checkbox"/> Grass River Colony School*	<input type="checkbox"/> Ste. Rose School
<input type="checkbox"/> École Laurier (French Immersion) * <i>no custodial or bus driving positions available</i>	

I would like to substitute the following days and grades:

<input type="checkbox"/> Monday	
<input type="checkbox"/> Tuesday	Grades: _____
<input type="checkbox"/> Wednesday	<i>Not applicable to bus drivers/custodial/secretarial</i>
<input type="checkbox"/> Thursday	
<input type="checkbox"/> Friday	

Limited Teaching Permit (for substitute teaching in Manitoba)

If you selected substitute teacher and you **do not** hold a valid Manitoba Teaching Certificate, you can only substitute teach for up to 10 days in one school year. If you wish to substitute teach for more than 10 days, *The Public Schools Act* requires that you must apply for a Limited Teaching Permit. This will allow you to substitute teach for more than 10 days. Please bring the required documentation to the Division Office and an application will be sent to the Professional Certification Unit. Contact Division Office at 204.835.2067 if you have any questions.

I understand that my employment is dependent on a satisfactory Criminal Record and Child Abuse Registry check.

Signature

Date