Elk Island Public Schools

NOON SUPERVISOR - EMPLOYMENT APPLICATION FORM

Please scan the completed application form and required documents to Human Resources

NAME: (please print)_____

COMPLETE ADDRESS: _____
& Street Name

_____
City Province Postal Code

TELEPHONE NUMBER: (Home)_____ (Cell) _____

EMAIL: _____

EMERGENCY CONTACT: (Name) _____

(Telephone Number) _____

TRAINING:

- Have you had any first-aid training? Yes_____ No _____
- Do you have any additional training that would benefit your role as a Noon Supervisor?

_____

_____

Principal or Designate Please Note: Complete this section only after an offer of employment is made. Please ensure that all sections are filled in, including ***authorization signatures*** before scanning to Human Resources with the required documentation mentioned on page 3.

**For complete instructions & documents required that need to be included at time of submitting this application to Human Resources refer to Staff Connect - Noon Supervisor Process for Schools document.

School Name: _____ EIPS Employee #_____

First Date of Employment:_____

Principle Signature: _____ Date: _____

COPIES OF THE COMPLETED FORM ARE TO BE SENT TO:

Scan to: ☐ Personnel File Copies to: ☐ School and ☐ Noon Supervisor/Substitute

RECORDS DISCLOSURE

Elk Island Public Schools is committed to providing a safe environment for students and staff.
Prior to employment with Elk Island Public Schools, you are required to answer the following questions:

Have you ever been charged or convicted of an offence under the *Criminal Code, Controlled Drugs and Substances Act, Narcotic Control Act, Food and Drugs Act,* or *Firearms Act of Canada*, or the criminal laws of any other country? **(Individuals who have been granted pardons are not required to respond "Yes" to this question.)**	Yes____	No____
Have you ever been the subject of an investigation or order under the *Child Welfare Act of Alberta* or equivalent legislation in any other province or country? **(If you answer "Yes" to this question, you must submit a current Child Welfare Information Statement along with this form.)**	Yes____	No____
Have you ever been suspended, disqualified, reprimanded, dismissed or had disciplinary action instituted against you as a member of any profession or organization?	Yes____	No____
Have you ever been denied, or had revoked, any certificate, license, or permit?	Yes____	No____

If the answer to any of the above questions is "YES," provide details including dates, disposition, and any other pertinent information:

_____

_____

(Note: "YES" to any one of the above will not automatically result in exclusion from employment. The requirements of the position and the circumstances related to the charge or conviction will be considered.)

DECLARATION

As indicated by my signature below, I declare the following:

The information provided in my most recent application for employment with Elk Island Public Schools is correct. I understand that if my application is not accurate and complete in its entirety or if information provided is found to be untrue or misleading. I may be dismissed.

I understand that confidential reference reports relating to my employment with Elk Island Public may not be made available to me.

_____ _____

Signature of Applicant Date

RECORDS DISCLOSURE - Freedom of Information and Protection of Privacy Act

REFERENCE CHECK

Elk Island Public Schools reserves the right to make a thorough investigation regarding any information pertaining to an Employee that it deems relevant to the position held. Elk Island Public Schools will contact persons or organizations provided by an applicant for the purpose of obtaining job-related information including educational history, employment history, and work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for employment with Elk Island Public Schools. Reference checks will be completed and information gathered will be retained in confidence by Elk Island Public Schools.

INFORMATION DISCLOSURE

Purpose of information collection:

Personal information is collected solely for the purpose of determining an applicant's suitability, eligibility or qualifications for employment with Elk Island Public Schools.

Legal authority for the collection of information:

All information is collected and retained in accordance with the *Freedom of Information and Protection of Privacy* Act, the Alberta *School Act*, Board policies of Elk Island Public Schools and *The Canadian Immigration Act.*

Use of information:

Information related to staff will be retained in electronic and hard-copy files and will be used to meet district and legal requirements for payroll and benefits, recruitment and selection, and information reporting.

Access to information:

Human Resources staff, system administrators (e.g. Principals, Assistant Principals, Directors, Supervisors, Board of Trustees, teachers, parents, or the interview committee), and agents of the Board (such as lawyers) may review information retained in electronic and hard copy files on a need-to-know basis.

Information security:

Information provided in this application is secured within the Human Resources Department unless required during the recruitment process at an off-site location.

OTHER IMPORTANT INFORMATION FOR NOON SUPERVISORS

(1) It is a condition of employment for Noon Supervisors to complete documents (*Responsible Technology User Agreement, Confidentiality Undertaking, and Connect to Respect)* and unpaid information sessions (*Behaviour Intervention Strategies, Occupational Health and Safety, and Allergy/Anaphylaxis*) **on Safety Hub,** as soon as possible after the start date. **The unpaid information sessions will be provided by the hiring school.**

(2) Upon hiring, each school will relay discipline procedures and other information and expectations to the Noon Supervisor.

(3) The Noon Supervisor position is classified as "casual" and is paid a rate of $19.91 per day inclusive of holiday pay (4%). Noon Supervisors are paid for statutory holidays if the holiday falls on a scheduled day of work that they usually work.

(4) Noon Supervisors are hired on a one school year basis. Noon Supervisors can be terminated at any time and for any reason.

(5) **Administrators, please submit the following documents to Human Resources:**

- **Completed Hire Request form**
- **Completed Application form (page 1 and 2)**
- **Criminal Record Check and Vulnerable Sector Check** (dated within 6 months of receipt)
  - Photocopy the original document stating the original has been viewed, sign and date the photocopy.
  - Return the original to employee.
    **Costs incurred to acquired CRC are at the expense of the employee*
- **Federal TD1 and Provincial TD1AB forms** (require the current year, signed and legible)
- **Electronic Cheque Deposit Information form** (Please include a void cheque/direct deposit form to send in with the form.)
  - Direct deposit is mandatory for all staff, including Noon Hour Supervisors

Tell us a little bit about yourself:

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