



MEDICINE HAT PUBLIC SCHOOL DIVISION

601 - 1 Ave., S.W.
Medicine Hat, Alberta, T1A 4Y7

Date: _____

Application for Clerical Position

Name _____ Email _____

Address _____

City _____ Prov./State _____

Country _____ Postal Code _____

Daytime Phone _____ Evening Phone _____

Present Occupation _____ Employer _____

Training and Education

Alberta High School Diploma/Equivalent Yes No

Training/Education beyond High School _____

Computer Proficiency: Basic Intermediate Advance

Proficient In: MS Word Outlook Excel Google Docs PowerPoint

Previous Employment (Begin with current/most recent)

Employer: _____

Address: _____

Supervisors Name: _____ Phone: _____

Dates of Experience: _____ to _____ Position: _____

Duties and Responsibilities:

Employer: _____

Address: _____

Supervisors Name: _____ Phone: _____

Dates of Experience: _____ to _____ Position: _____

Duties and Responsibilities:

School District/Employer: _____

Address: _____

Supervisors Name: _____ Phone: _____

Dates of Experience: _____ to _____ Position: _____

Duties and Responsibilities:

References:

Reference Name (print) _____ Position _____ Daytime Phone _____ Evening Phone _____

Reference Name (print) _____ Position _____ Daytime Phone _____ Evening Phone _____

Reference Name (print) _____ Position _____ Daytime Phone _____ Evening Phone _____

Employment wanted Part Time Full Time

Are you prepared to travel from school to school Yes No

Date Available for Work _____

I authorize Medicine Hat School District No. 76 to contact any past employers even if they are not listed as references.

yes no

I have submitted a current *Police Information Check (including Vulnerable Sector Search)* and *Alberta Government Intervention Record Check*.

yes no

***Note: The Medicine Hat Police Services, 884-2nd Street., SE, Medicine Hat provides the Police Information Check, also available online. Alberta Government Intervention Record Check is obtained through South Region Child & Family Service Division, 101, 346 3 Street SE.**

If you have not submitted a Police Information Check (including Vulnerable Sector Search) and the Alberta Government Intervention Check, I understand that employment is conditional on a clear Criminal Record Check and Intervention Check.

Have you ever been suspended, terminated from, been disciplined or received a letter of discipline, or resigned from employment when charges against you were pending or an investigation into your behavior was pending?

yes no

Agreement

I hereby certify that the above information, to the best of my knowledge, is true, accurate and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. I authorize verification of any of this information. I authorize all current and former employers to release any information concerning my background.

Signature

Date

Please send all completed applications to:

Human Resources Department
Medicine Hat Public School Division
601-1Ave., SW,
Medicine Hat, AB T1A 4Y7
Phone: (403) 528-6734 Fax: (403) 529-5339
Email: hr@sd76.ab.ca

For more information the District Internet address is <http://www.mhpsd.ca>