



MEDICINE HAT PUBLIC SCHOOL DIVISION

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

Date: \_\_\_\_\_

Application for Custodial and Caretaker Position

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Prov./State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

How did you hear about us/position: \_\_\_\_\_

Present Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Training and Education

Education \_\_\_\_\_

Do you hold any certificates? \_\_\_\_\_

Fifth Class Power Engineer Certificate [ ] Yes [ ] No

Alberta Building Operator "A" Certificate [ ] Yes [ ] No

Alberta Building Operator "B" Certificate [ ] Yes [ ] No

Do you have any experience in custodial work? (Floor waxing, buffing, stripping, etc.)

Do you have experience in steam heating plants? [ ] Yes [ ] No

Do you have experience in security work? [ ] Yes [ ] No

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:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

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 \_\_\_\_\_

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, 884-2<sup>nd</sup> 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](mailto:hr@sd76.ab.ca)

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