

Visit epsb.ca/careers for information about becoming a teacher with Edmonton Public Schools. That's where you can download our *Teacher Application Guide* and *Mandatory Applicant Disclosure* form.

Complete this application form and **email it with all supporting documents attached** to Human Resources at hrteacher@epsb.ca. Do not email your resume or cover letter. Enter all relevant information in the correct section of this application form.

PART 1 – PERSONAL INFORMATION			
Last name		First name	
Middle name(s)		Preferred name <i>(if different from first name)</i>	
Address		City	
Province/State	Postal/Zip code	Country	
Email		Primary phone	Alternate phone
Alternate address <i>(if applicable)</i>		City	
Province/State	Postal/Zip code	Country	
Are you legally entitled to work in Canada? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Are you under contract with a school district? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES, please indicate district:</i> _____			
<i>If YES, may we contact your current district for a reference?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO			

PART 2 – POST-SECONDARY EDUCATION				
When you email your application, attach copies of updated transcripts from all post-secondary institutions you attended. If you have transfer credits (course credits transferred from one institution to another) you must include a full transcript from the institution where you took the course. If your final term is in progress, submit a partial transcript now and a full transcript with all final marks as soon as it's available.				
POST-SECONDARY INSTITUTION	DEGREE	MAJOR	MINOR	GRADUATED MONTH/YEAR
Training route: <input type="checkbox"/> ELEMENTARY <input type="checkbox"/> SECONDARY <input type="checkbox"/> OTHER _____				

PART 3 – STUDENT-TEACHING EXPERIENCE

If you are a recent graduate or have limited experience teaching under contract, complete this section to tell us about your student-teaching background **and** attach copies of all final student-teaching reports when you email your application. If you have taught with a school district and have a formal teaching evaluation, see Part 4.

SEMESTER and YEAR (e.g. Spring 2018)	SCHOOL NAME and CITY/TOWN	GRADES and/or SUBJECTS TAUGHT

PART 4 – TEACHING HISTORY

If you have taught under a contract **and** have a formal teaching evaluation, complete this section and attach a copy of the evaluation when you email your application. You can also submit student-teaching reports but they're not required.

MONTHS/YEARS (e.g. Sept 2017– June 2018)	SCHOOL NAME and CITY/TOWN	GRADES and/or SUBJECTS TAUGHT

PART 5 – OTHER EMPLOYMENT HISTORY

Highlight employment responsibilities and skills that relate or transfer to teaching.

MONTHS/YEARS (e.g. Sept 2017– June 2018)	EMPLOYER	JOB TITLE	RESPONSIBILITIES

PART 6 – COMMUNITY INVOLVEMENT AND VOLUNTEERING

Highlight relevant experiences with children and youth.

MONTHS/YEARS (e.g. Sept 2017– June 2018)	ORGANIZATION	RESPONSIBILITIES

PART 7 – CERTIFICATIONS OR ADDITIONAL QUALIFICATIONS

List certificates and qualifications such as coaching certification, Non-Violent Crisis Intervention training, First-Aid certification and include expiry dates if applicable.

--

PART 8 – SCHOLARSHIPS, AWARDS AND RECOGNITION

Provide the name, reason/qualifications and date awarded for each item listed.

--

PART 9 – PROFESSIONAL DEVELOPMENT

List seminars, workshops, online courses or other professional development attended or completed within the past three years.

--

PART 10 – ADDITIONAL SKILLS, ABILITIES OR INTERESTS

List additional skills, abilities or interests that enhance your teaching abilities.

PART 11 – REFERENCES

Provide current contact information for **two** references **and** attach their reference letters. Letters must be signed and dated. If you have taught under a teaching contract, at least one reference should be from the supervisor from your most recent teaching assignment.

Name		Position	Organization	
Relationship to applicant	Email		Primary phone	Alternate phone
Name		Position	Organization	
Relationship to applicant	Email		Primary phone	Alternate phone

PART 12 – LANGUAGE PROFICIENCY

Select your level of proficiency for languages you are willing to teach: **Beginner, Intermediate, Advanced** or **Superior**. Our Descriptors of Language Proficiency will help you understand each level. Download them at epsb.ca/ourdistrict/careers/teacher.

TEACHING	ENGLISH	FRENCH	OTHER LANGUAGE(S) (please specify below)	
Reading				
Writing				
Speaking				
Listening				

PART 13 – EMPLOYMENT PREFERENCES AND AVAILABILITY

Date available for employment	Assignment preference
-------------------------------	-----------------------

PART 14 – PREVIOUS EDMONTON PUBLIC SCHOOLS APPLICATION OR EMPLOYMENT

Complete this section if you have previously applied to teach with Edmonton Public Schools, or if you have previously worked for Edmonton Public Schools in any capacity, for example, as a lunch room supervisor or educational assistant.

YES, I previously applied to Edmonton Public Schools for a teaching position.
Which year(s): _____ Under what name(s): _____

YES, I have been previously employed by Edmonton Public Schools.
Which year(s): _____ Under what name(s): _____ In which role/job: _____

NO, I have never applied to teach with Edmonton Public Schools or worked with Edmonton Public Schools.

PART 15 – ALBERTA TEACHING CERTIFICATE

If you have an Alberta Teaching Certificate, complete **one** of the following two options:

1 – Interim Professional Certificate Number

Expiry date

2 – Permanent Professional Certificate Number

If you **do not** have an Alberta Teaching Certificate, select one of the following:

I **have not** applied to Alberta Education.

I **have** applied to Alberta Education.

Please indicate date: _____

Do you have a teaching certificate from another province or state? YES NO If **YES**, which province or state: _____

PART 16 – ADDITIONAL INFORMATION

Provide any additional information that could be important when we consider your application.

PART 17 – DECLARATION OF APPLICANT

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

The information given in this application is correct, without material omissions of any kind. I understand that failure to accurately and fully complete my application in its entirety may disqualify me from consideration for employment or may be cause for dismissal if information provided is found to be untrue or misleading.

I freely and voluntarily consent to having my application reviewed by participants involved in determining my suitability, eligibility, or qualifications for employment with Edmonton Public Schools.

I give the Edmonton School District No. 7 permission to contact my listed references for the purpose of obtaining job-related reference information including educational history, employment history, work performance and attendance records.

I authorize these people to disclose this information, and this constitutes my consent to this release, including my consent pursuant to the Freedom of Information and Protection of Privacy Act.

I understand that confidential reference reports provided to Edmonton Public Schools in connection with my application for employment will not be made available to me.

Last name

First name

Applicant signature

Date

Edmonton Public Schools reserves the right to thoroughly investigate any information pertaining to an applicant that it deems relevant to the position sought. Edmonton Public Schools will contact persons or organizations provided by an applicant for the purpose of obtaining job-related information including educational history, employment history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility or qualifications for employment with Edmonton Public Schools.

Reference checks will be completed in confidence and information gathered will be retained in confidence by Edmonton Public Schools.

PART 18 – TEACHER ASSIGNMENTS APPLIED FOR

Indicate which areas you have the education/experience for and are willing to teach.

Under each heading, make a maximum of four choices: **1 = first choice**, **2 = second choice**, **3 = third choice**, **4 = fourth choice**.

You do not need to make selections under all headings. Leave the section blank if you do not want to teach in any of the programs.

For detailed information on a program, select the program name below or visit epsb.ca/programs.

DIVISIONS		LANGUAGE AND CULTURE		SPECIAL EDUCATION	
	RANK		RANK		RANK
Kindergarten		American Sign Language Bilingual		Behaviour and Learning Assistance	
Division I (Grades 1–3)		Arabic Bilingual		Challenge	
Division II (Grades 4–6)		Chinese (Mandarin) Bilingual		Community Learning Skills	
Division III (Grades 7–9)		French Immersion		Deaf and Hard of Hearing	
Division IV (Grades 10–12)		French as a Second Language		Extensions	
		German Bilingual		Individual Support	
		Hebrew Bilingual		Interactions (Learners with Autism)	
		International Spanish Academy		Knowledge and Employability (K&E)	
		Japanese		Literacy (Grades 4–9)	
		Punjabi		Opportunity	
		Spanish as a Second Language		Pre-Kindergarten Program	
				Strategies	
SUBJECT AREAS		CAREER AND TECHNOLOGY STUDIES		ALTERNATIVE PROGRAMS	
	RANK		RANK		RANK
Aboriginal Studies		Career Transition Foundations (Grades 5–9)		Academic Alternative	
Art		Business/Administration/Finance		Advanced Placement (AP) / Pre-Advanced Placement (Pre-AP)	
Biology		Communication Technologies		amiskwacyi Academy	
Career and Life Management (CALM)		Computers		Arts Core	
Chemistry		Construction Technologies		Awasis (Cree)	
Counselling		Cosmetology Studies		Caraway	
Dance		Design Studies (drafting, computer-aided design)		Christian Programs / Logos	
Drama		Fabrication Studies (welding)		Cogito / Traditional School	
English as a Second Language (ESL)		Fashion Studies		International Baccalaureate (IB)	
English Language Arts		Foods		Nellie McClung Girls' Junior High	
Health		Mechanics		Online / Learning Stores	
Humanities				Sakinah Circle	
Learning Commons (Library)		SPECIALIZED PROGRAMS			
Mathematics			RANK		
Music – Choral		Hospital Stays and Medical Needs		Science Alternative	
Music – General		Institutional Services		Sports Alternative	
Music – Guitar		Pregnant/Parenting Teens			
Music – Instrumental					
Outdoor and Environmental Education					
Physical Education – Boys					
Physical Education – Girls					
Physics					
Science – General					
Social Studies					
Last name		First name			Date