

Livingstone Range School Division No. 68



Livingstone Range
SCHOOL DIVISION NO. 68

P.O. Box 69
5202 – 5th Street East
Claresholm, AB T0L 0T0

Phone: (403) 625-3356
Fax: (403) 625-2424

SUBSTITUTE TEACHING APPLICATION FORM

Surname: _____ First Name/Initial: _____
Address: _____ City / Town: _____
Postal Code: _____ E-mail: _____
Telephone: _____ Cell Phone: _____
Degree(s): _____ Year: _____ Institution: _____ Major/Minor: _____
A.T.C. No.: _____ Permanent Interim Expiry: _____
Years Teaching Experience: Alberta: _____ Other: _____
S.I.N.: _____ Birth date: _____
For Payroll Purposes Only: Are you receiving A.T.R.F. Pension: Yes: _____ No: _____

* Required for Certification purposes.

Date Available: _____

Schools at which you wish to substitute teach. All , or:

Nanton ABD K-6 JFT 7-12 Fort Macleod WAD K-6 FPW 7-12
Stavelly STV K-6 Pincher Creek CAN K-6 MHHS 7-12
Claresholm WMES K-6 WCCHS 7-8 9-12 Lundbreck LIV K-12
Granum GRN K-9 Crowsnest Pass ISS 4-6 HAS K-3 CCHS 7-12

Colony Schools. All , or:

Parkland Willow Creek Little Bow Clear Lake Daly Creek Ewelme
Thompson Greenwood Livingstone Pincher Creek Spring Point Waterton
Jumbo Valley

Grade levels and subjects preferred:

Grade Levels: All K-6 K-9 7-9 7-12 10-12 Colonies Only

Subjects: All List: _____

The following documentation **must be** submitted to complete your file prior to being added to the Substitute Teaching List. (Forms are located on www.lrsd.ca / Careers / Teaching)

- ⇒ Recent resume including a list of references and telephone numbers (include letters of references);
- ⇒ Photocopy of your current Alberta Teaching Certificate;
- ⇒ Final Student Teacher Reports/Ratings by Cooperating Teachers and transcripts (New Teachers);
- ⇒ Police Intervention Check and Child Intervention Record Check, or Child Welfare Check
- ⇒ Staff Information Gathering and Consent Form (FOIPP);
- ⇒ Staff Network Responsible Use Agreement
- ⇒ Direct Deposit Form or Void Cheque
- ⇒ TD1 and TD1AB
- ⇒ Copy of Teachers' Qualification Service Evaluation. If you do not have a copy, you must apply to the Alberta Teachers' Association, www.teachers.ab.ca -Teacher Salary Qualifications.
- ⇒ Certification of Teaching Experience – to be completed and forwarded by former employers.

Please date and sign this form and return it to Sandy Gould, Human Resources, Livingstone Range School Division No. 68, P.O. Box 69, Claresholm, AB T0L 0T0, or e-mail it to goulds@lrsd.ab.ca. Include the required documentation as listed above. Thank you.

Signature: _____ Date: _____
Comments: _____