



## Guest Teacher - Employment Application Information

READ ALL INFORMATION BEFORE COMPLETING APPLICATION FORMS

1. **Application Form** – Complete all sections of application. Please note a lack of information may result in unapproved application.
2. **Certification** – In order to be considered for substitute teaching, a **Manitoba Teacher’s Certification is mandatory**. Please attached a copy of your certification to the application.
3. **Direct Deposit for Employees** – Pine Creek School Division pays employees by direct deposit. In order to receive your payroll deposit you must fill in the Direct Deposit form and attach a VOID cheque or direct deposit information form may be requested at your Financial Institution. Your banking information will remain confidential and will only be used for the purpose of direct deposit for payroll and payments of possible future expense claims.
4. **TD1 and TD1mb Forms** – Complete both Provincial and Federal TD1 forms, date and sign. If you have questions on completing these forms, contact your personal tax accountant.
5. **Criminal Record Check and Child Abuse Registry Check** – All individuals considered for employment with the Pine Creek School Division must provide a Criminal Record Check and a Child Abuse Registry Check. Refer below for information to provide a these checks:
  - a. **Criminal Record Check**: Visit your local Police authority office. Submit the **original** copy of your Criminal Record Check with this application.

**Complete ONE of the following Child Abuse Registry Check options:**

  - b. **School Division Child Abuse Registry Check**: Complete Section B of the ‘Application for a Child Abuse Registry Check by Employers and Others’ and date the second page. Submit original documents with your application forms and \$20.00 fee to the Division Office.
  - c. **Self-Child Abuse Registry Check**: Applications may be obtained from the Manitoba Government website; [http://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry\\_form.html](http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html). The complete **original** “Self Check” form must be submitted as part of the application process.
6. **Pledge of Confidentiality** – After reading attached booklet “It’s All About Information and How We Deal With It”, complete Pledge of Confidentiality SA-4 form. This must accompany your application and the booklet is yours to keep for reference.
7. **Resume** – Attach a current resume along with your application.

After all application forms are completed, deliver to division office at 25 Brown Street, Gladstone Manitoba in person. Once application has been approved a Substitute Teacher Agreement will be drawn up for your signature.

As per Manitoba Regulation 109/2005, School Boards who agree to employ a teacher as a substitute and teachers who agree to accept employment as a substitute, an agreement is required each school year. The contract will go to the Board for approval. A copy of the Substitute Teacher Agreement will be returned to you. The schools of your choice will be notified of your availability for guest teaching at this time. Please notify the Pine Creek School Division Office of any changes in your address, phone number, or employment status / availability.