



## Wild Rose Public Schools

### New Substitute Teacher Checklist 2011-2012 School Year

- The Substitute Teacher List is compiled and updated at Division Office.
- We do not have an application form – please refer to this Checklist and submit required information and documents.
- Booking of Substitute Teachers is done directly by the school from the approved list only.
- Substitute Teachers complete a monthly timesheet at each school where they work.
- Substitute Teachers are paid by Direct Deposit (form included) by the 10th of the following month.
- You may be eligible to apply for benefits through ASEBP (Alberta School Board Benefits Plan) - please check their website for more information [www.asebp.ab.ca](http://www.asebp.ab.ca)
- 2011/2012 Substitute Teacher Daily Rate is \$206.17

Item	Required to go on Sub List	Required - must follow asap
<b>Cover Letter and Resume</b> - Please include address and phone number, names and contact information of three references, and a statement of educational philosophy and beliefs. Please include your email address – just for Division Office contact use.	✓	
<b>Date of Birth</b> – verified copy of Birth Certificate; ( <i>preferred</i> ), or <i>passport, driver's licence</i>		
<b>Social Insurance Number</b> - The actual card <b>must</b> be presented and a photocopy verified by a Division Office or School Office employee	✓	
<b>Direct Deposit Form (form included)</b> - Please complete top part of form, sign, and either attach a VOID cheque (Part 1), or complete Part 2 at your bank.	✓	
<b>Valid Alberta Teaching Certificate or Letter of Authority</b> Apply at <a href="http://www.education.gov.ab.ca/k_12/teaching/Certification/">http://www.education.gov.ab.ca/k_12/teaching/Certification/</a>	✓	
<b>Criminal Record Check</b> - Obtain at city police station or RCMP station; must be satisfactory and recent (within six months); and <b>must also include a Vulnerable Sector Query</b> . <b>Original must be submitted</b> - we can make a copy and return original upon request	✓	
<b>Intervention Record Check</b> - Obtain from a Provincial Child Welfare office; must be satisfactory and recent (within six months); not all provinces have this available; check with your local Family and Social Services office. If it is not available in your home province, one can be obtained at an Alberta Family and Social Services office once you are living in Alberta. <b>Original must be submitted</b> - we can make a copy and return original upon request	✓	
<b>Verification of Experience</b> - If you have previous experience as a teacher on contract, call and request a Wild Rose Public Schools Verification of Experience form. Verification of teaching experience on other school board forms may be acceptable but an original must be submitted to the Human Resources Supervisor for evaluation. <b>Original(s) must be submitted</b> - we can make a copy and return original upon request.		✓ provide evidence of request(s)
<b>Teacher Qualification Statement (TQS)</b> - Statement of years of training issued through the Teacher Qualifications Service Board. Go to <a href="http://www.teachers.ab.ca">www.teachers.ab.ca</a> and follow link for <i>Teacher Qualification Service</i> . <b>Original must be submitted</b> - we can make a copy and return original upon request.		✓ provide evidence of application
<b>Letter of Faith</b> This is required as part of your package if you wish to work at Drayton Christian School in Drayton Valley (K – Gr. 9)	✓	

#### In addition to the above, please indicate and/or include:

- School and grade level preferences (list of schools available on website)
- Miscellaneous information: specialties such as French, Music, etc. or specific restrictions such as if you are only available on specific days, etc.
- Please indicate in your personal information whether or not you are currently receiving from TRF (Teachers Retirement Fund).
- If you are between 65 and 70 and receiving payments from **Canada Pension Plan**, you will need to complete a CPT30 form in order to stop CPP deductions. <http://www.cra-arc.gc.ca/E/pbg/tf/cpt30/README.html>

#### Submit application package to:

Wild Rose Public Schools  
Human Resources Department, Attn: Joanne Lewis  
4912 – 43 Street, Rocky Mountain House, AB T4T 1P4

Questions can be directed to Joanne Lewis at 1-800-771-0537 within Alberta or 403-845-3376 local, or by email to [joanne.lewis@wrsd.ca](mailto:joanne.lewis@wrsd.ca)



Wild Rose Public Schools  
Direct Deposit Account Notification

Employee Name:

School/Location: **Substitute Teacher**

You are hereby authorized to deposit my net pay directly to the bank account as identified below:

\_\_\_\_\_  
Employee signature

**COMPLETE EITHER PART 1 OR PART 2**

**PART 1** Staple pre-printed blank deposit slip *or* voided personalized cheque here (*PREFERRED*)

**OR**

**PART 2** Have your bank complete the following:

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
\_\_\_\_\_

Bank No.: \_\_\_\_\_

Bank Transit No.: \_\_\_\_\_

Account No.: \_\_\_\_\_

Printed Name of Bank Employee: \_\_\_\_\_

Signature of Bank Employee: \_\_\_\_\_

**\*\* RETURN IMMEDIATELY TO THE ATTENTION OF PAYROLL DEPARTMENT \*\***

**PAYROLL DEPARTMENT USE ONLY**

Employee # \_\_\_\_\_ Date Entered \_\_\_\_\_