



## Wild Rose Public Schools

### Support Staff Casual List Application Form (Teaching Assistant, Administrative Services, Library Technician, Caretaker, Maintenance Worker,)

#### Personal Information – all fields required

Name:

*Ms/Miss/Mrs/Mr*

*First Name*

*Middle Initial*

*Last Name*

Mailing  
Address:

*City/Town*

*Province*

*Postal Code*

Phone #:

*Home*

*Cell*

*Date of Birth (yyyy-mm-dd)*

Social Insurance #\*:

Email Address:

*\*The actual card/certificate must be viewed and a photocopy of the card must be verified by a school office or division office employee, i.e. signed and dated photocopy should state: "I have seen the original."*

#### Casual List Information – Check all that apply

Type of Work:

Area of School Division:

Teaching Assistant

North (Drayton Valley schools, Breton schools)

Administrative Services

Library Tech

South (Rocky Mtn House, Caroline, Leslieville, Condor,

Caretaker/Maintenance

David Thompson High School)

Spare Bus Driver (south area)

**Details:** (availability, preferences, etc.)

#### Attachments – MUST BE ON FILE BEFORE ELIGIBLE FOR CASUAL LIST

Criminal Record Check, including Vulnerable Sector Query - (**original required**, current within six months)

Intervention Record Check - (**original required**, current within six months)

Copy of Social Insurance Card – original card must be viewed and verified on a photocopy

Copy of Birth Certificate – original card must be viewed and verified on a photocopy (*optional but preferred*)

Copy of WHMIS card (Maintenance & Caretaking staff only)

Direct Deposit form, signed with VOID cheque attached (**mandatory**)

Spare Bus Driver Application form and attachments (*available from Bus Shop*)

\_\_\_\_\_  
*Signature of Casual List Applicant*

\_\_\_\_\_  
*Date*

Forward complete package  
(application form and required attachments) to:

Joanne Lewis  
Wild Rose Public Schools  
4912 – 43 Street, Rocky Mtn. House, AB T4T 1P4



## Wild Rose Public Schools

### 2011/2012 Casual Employment Information Support Staff Casual List

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#### **Teaching Assistants / Administrative Services / Library Tech:**

- Complete the Support Staff Casual List **Application form**
- Attach the **Criminal Record Check** (R.C.M.P. or Police) – it must be recent (within six months), must include a Vulnerable Sector Query; submit the **original** (can be returned)
- Attach the **Intervention Record Check** (available from a Provincial Child Welfare Office) – it must be recent (within six months); submit **original** (can be returned)
- Attach a photocopy of **Social Insurance Card** – copy must be dated and verified by School Office staff or Division Office staff stating that original card has been viewed.
- Attach a photocopy of **Birth Certificate** - copy must be dated and verified by School Office staff or Division Office staff stating that original card/document has been viewed.
- **Direct Deposit form** – sign, date, and attach VOID cheque – form included - **MANDATORY**
- Rate of pay is \$15.83/hr

#### **Casual Caretakers/Casual Maintenance Workers:**

- Require all of the above plus a copy of WHMIS card (WHMIS training is available – call the Maintenance office at (403) 845-2203 or 1-877-745-2203)
- Rate of pay is \$15.87/hr for Casual Caretakers
- Rate of Pay is \$20.13/hr for Casual Maintenance Workers

#### **General Information:**

- The Support Staff Casual lists are a shared use report sent out monthly (on or about the 8th) to all locations. Casual Support Staff cannot be booked unless their name appears on this list.
- The only information provided to the schools is the potential employee's name, town of mailing address, phone number.
- These lists do not show qualifications or experience.
- The individual looking for a position is welcome to make an appointment with the school's principal/location supervisor to make contact and discuss experience, skills, etc.
- Each school/location books from the approved casual list only.
- If called to work, a timesheet is completed for each location
- Position is "Casual TA", "Casual Caretaker", "Casual Maintenance", etc.
- Leave these timesheets with the school's (or location) office for approval and coding. The school will send the timesheet to the payroll department.
- Cut off for casual timesheets is always the 3rd of the month. Payday is the 10th.
- **IMPORTANT! If you have not worked during a full school year, your name will be removed from the list and you will need to re-apply.**

Postings for full-time and part-time positions can be found in the local papers, our website [www.wrsd.ca](http://www.wrsd.ca), school bulletin boards or at division office. Apply as directed in the posting – applications without a Competition Number will not be considered.

For any questions regarding the Support Staff Casual List please contact Joanne Lewis at the Division Education Centre 403-845-3376 or 1-800-771-0537 or email [joanne.lewis@wrsd.ca](mailto:joanne.lewis@wrsd.ca)



Wild Rose Public Schools

Direct Deposit Account Notification  
Support Staff Casual List

Employee Name: \_\_\_\_\_

School/Location: **Support Staff Casual List**

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 \_\_\_\_\_