



Wild Rose Public Schools

Support Staff Information Form - New Hire
(CAAMSE / IUOE / Bus Driver / Exempt Positions)

Please forward this completed form to the Human Resources Supervisor along with the Support Staff Recommendation for Hire form and any attachments.

Job Information

Competition Number, Work Location, Start Date, End Date, Current Employee, On casual list, Employee Group

Employee Information

Name, Address, Phone #, Social Insurance Number, Email Address

Attachments - Please include or advise employee of requirement

- Cover Letter, Resume, and References
Support Staff Recommendation for Hire Form
Certificates, Diplomas, etc. relevant to the position and if required for grid placement
New Teaching Assistants - please complete the TA Training and Experience Resume and forward to the Director of Student Services (available on website)
Direct Deposit Form with VOID cheque attached
Social Insurance Number - verified copy required**
Birth Certificate - verified copy required**
Criminal Record Check - (original or verified copy, recent: new employees have 20 working days to submit)
Intervention Record Check - (original or verified copy, recent: new employees have 20 working days to submit)**
WHMIS (Maintenance & Caretaking staff only)
TDG (Maintenance staff only)

Signature, Date

** a school office employee or administrator views the original item/document, makes a photocopy and signs and dates the copy verifying that the original has been seen.