



**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: (if applicable)		
Current Employee	Yes	No	On casual list:	Yes	No		
Employee Group:	CAAMSE*	IUOE	Exempt	Bus Driver			

**Employee Information**

Name: *Ms/Miss/Mrs/Mr*      *First Name*      *Middle Initial*      *Last Name*

Address: *Mailing Address*

*City/Town*      *Province*      *Postal Code*

Phone #: *Home*      *Cell*      *Date of Birth (yyyy-mm-dd)*

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  
Location Manager/School Principal

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.