



# Wild Rose School Division New Substitute Teacher Checklist

- The Substitute Teacher List is compiled and updated at Division Office.
- Booking Substitute Teachers is completed online through Atrieve Work Board
- Substitute Teachers are paid by Direct Deposit by the 10<sup>th</sup> 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).
- Sub Teacher Daily Rate is \$210.29

Item Please note that we do not have an application form – the information required is listed below. • <b>Please note that original Date of Birth and Social Insurance Number need to be verified by either School Administrator or School Office Personal</b>	Required to go on Sub List	Required - must follow asap
<b>Cover Letter and Resume</b> (to be reviewed by Deputy Superintendent) Please include address and phone number, names and contact information of three references, and a statement of educational philosophy and beliefs. Please include your personal email address – just for Division Office contact use.	✓	
<b>Date of Birth</b> – <b>verified copy</b> of Birth Certificate (preferred), or passport, driver's license	✓	
<b>Social Insurance Number</b> - <b>verified copy</b>	✓	
<b>Direct Deposit Form (form included)</b> Please complete top part of form, sign, and either attach a VOID cheque (Part 1), <b>or</b> complete Part 2 at your bank.	✓	
<b>Tax Forms – TD1 &amp; TD1AB</b> Please complete and return both forms, available on our website under Our Division/Human Resources.	✓	
<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); <b>Original must be submitted</b> - we will make a copy and return original	✓	
<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 will make a copy and return original	✓	
<b>Verification of Experience</b> If you have previous experience as a teacher on contract, call and request a <b>Wild Rose School Division Verification of Experience</b> form. Verification of teaching experience on other school board forms may be acceptable but an original must be submitted to the Human Resources Department for evaluation. <b>Original must be submitted</b> - we will make a copy and return original		✓ provide evidence of request(s)
<b>Teacher Qualification Statement (TQS)</b> Statement of years of training issued by the Alberta Teachers' Association. Go to <a href="http://www.teachers.ab.ca">www.teachers.ab.ca</a> and follow link for <i>Teacher Salary Qualifications</i> <b>Original must be submitted</b> - we will make a copy and return original		✓ 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) or Rocky Christian School in Rocky Mountain House (K – gr. 9)	✓	
<b>In addition to the above, please indicate and include:</b> <ul style="list-style-type: none"> <li>• <b>School and grade level preferences</b> (list of schools available on website)</li> <li>• <b>Miscellaneous information:</b> ie specialties such as French, Music, etc. or specific requirements: 24-hour notice.</li> </ul>		

**Submit application package to: [humanresources@wrsd.ca](mailto:humanresources@wrsd.ca) or Wild Rose School Division, Human Resources Department 4912-43 Street, Rocky Mountain House, AB T4T 1P4**

### DIVISION OFFICE USE ONLY

Application Date Received \_\_\_\_\_

Employee # \_\_\_\_\_

Reviewed By \_\_\_\_\_

Approved Y or N



WILD ROSE SCHOOL DIVISION

DIRECT DEPOSIT ACCOUNT NOTIFICATION

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

Position: 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 \_\_\_\_\_