



# WILD ROSE SCHOOL DIVISION

## Support Staff Casual List Application Form

(Teaching Assistant, Admin Services, Library Tech, Caretaker)

### Personal Information – all fields required

Name:

Mr/Mrs/Ms/Miss

First

Middle Initial

Last Name

Address:

Mailing address

City/Town

Province

Postal Code

Phone Number(s):

Home

Cell

### Casual List Information – Check all that apply

#### Type of Work:

- Teaching Assistant
- Administrative Services
- Library Tech
- Caretaker

#### Area of School Division:

- North (Drayton Valley schools, Breton schools)
- South (Rocky Mtn House, Caroline, Leslieville, Condor, David Thompson High School)

**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)
- Social Insurance Card – original card must be viewed and verified
- Birth Certificate/Driver's License – original card must be viewed and verified
- Direct Deposit form, signed with VOID cheque attached or completed by bank
- Tax Forms (TD1AB & TD1, available on our website or CRA website <http://www.cra-arc.gc.ca>)
- Resume including references
- WHMIS card (Casual Caretaker applicant only)
- Interview with Maintenance Supervisor (Casual Caretaker applicant only)

Signature

Date

Forward complete package to:

Wild Rose School Division  
4912 – 43 Street  
Rocky Mtn. House, AB T4T 1P4  
Fax: 403-845-4287 payroll@wrsd.ca



## 2015/2016 Casual Employment Information Support Staff Casual List

### **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 both **Social Insurance Card *and* Birth Certificate** - copies must be dated and verified by School Office staff or Division Office staff stating that original card has been viewed.
- **Direct Deposit form** – sign, date, and attach VOID cheque – form included
- Rate of pay is **\$16.80/hr**, paid monthly (the 10 of the following month) by direct deposit

### **Casual Caretakers**

- 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 **\$19.33/hr** for Casual Caretakers, paid bi-weekly by direct deposit

### **General Information:**

- The Support Staff Casual lists are shared with all locations. Casual Support Staff cannot be booked unless their name appears on this list and all booking is done at the required location.
- 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.
- If called to work, a timesheet is completed for each location and position is "Casual TA", "Casual Caretaker", etc.
- Sign and leave timesheets with the location office for approval and coding. The school will send the timesheet to the payroll department at the end of the month.
- Cut off for casual timesheets is always the 3<sup>rd</sup> of the month. Payday is the 10<sup>th</sup>.
- Please advise Division Office if any information changes (address, phone number) or if you wish to have your name removed from the list. We try to keep the list as accurate and up-to-date as possible.

**IMPORTANT! If you have not worked at all 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. Please 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 Payroll at Division Office (403) 845-3376 or 1-800-771-0537 payroll@wrsd.ca**



**DIRECT DEPOSIT ACCOUNT NOTIFICATION**

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 VOID 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 # \_\_\_\_\_ First Day worked \_\_\_\_\_