

APPLICATION FOR POSTED CLERICAL POSITIONS

IMPORTANT TO NOTE:

- **POSTINGS ARE OPEN TO PRESENT UNIONIZED EMPLOYEES AND THEN TO RELIEF AND/OR SUBSTITUTE EMPLOYEES.**
- **THIS APPLICATION MUST INCLUDE A CURRENT RESUME.**
- **AN APPLICATION FORM AND RESUME MUST BE COMPLETED FOR EACH POSITION YOU ARE APPLYING FOR.**

APPLICANT'S NAME:

CURRENT WORK SITE:

HOME ADDRESS:

HOME TELEPHONE NUMBER:

E-MAIL ADDRESS:

THIS APPLICATION IS FOR THE FOLLOWING **POSTING #:**

EFFECTIVE DATE:

SCHOOL:

DECLARATION:

All the information provided in this Application is true and complete to the best of my knowledge.

I understand that any person who makes a false statement of any matter or who omits to state a material fact in an Application shall not be eligible for appointment or shall, if appointed to a position, be liable for dismissal.

I authorize the English Language School Board to contact any person or persons to obtain information pertaining to my suitability for employment unless otherwise noted in this application.

Signature of Applicant

Date

FOR E-MAIL SUBMISSION: If submitting the completed application as an attachment to an e-mail, place an "X" in this box – in lieu of your signature - as an indication that you are the applicant named on this page, and that you agree to all portions of the above DECLARATION. →→



Date: _____

Return this completed application form and your current resume to:

English Language School Board – Attn: Human Resources		
	STRATFORD OFFICE:	SUMMERSIDE OFFICE:
Mail to:	PO Box 8600, Charlottetown, PE C1A 8V7	288 MacEwen Rd, Summerside, PE C1N 0J1
Deliver to:	2-234 Shakespeare Dr, Stratford, PE C1B 2V8	288 MacEwen Rd, Summerside, PE C1N 0J1
Fax to:	(902) 368-8890	
E-Mail	hr-elsb-apps@edu.pe.ca	

Personal information on this form is collected under Section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988 c. F-15.01 as it relates directly to and is necessary for purposes of considering transfer or employment of applicants and will be used for purposes of school board operations and administration. If you have any questions about this collection of personal information, you may contact the English Language School Board by telephone at 902.368.6990, 902.888.8400, or toll free at 1-800-280-7965.