



APPOINTMENT FORM

Please attach Resume and Banking Form

EMPLOYEE INFORMATION

First Name		Initial		Last Name	
Address					
Town				Postal Code	
Telephone #			Email		
SIN		Birthdate	mm	dd	yy
Teaching Cert / PSP #				Male	Female
				<input type="checkbox"/>	<input type="checkbox"/>

POSITION INFORMATION - Teaching Staff Support Staff Casual/Substitute

School/Office		Area	
Position			Budget Code
PT/FT (%)	Permanent <input type="checkbox"/> Term <input type="checkbox"/>		New Position Yes <input type="checkbox"/> No <input type="checkbox"/>
Replacing (Name)/Reason			Recalled Yes <input type="checkbox"/>
Substitute Teacher <input type="checkbox"/> Casual Custodian <input type="checkbox"/> Casual Nightwatchperson <input type="checkbox"/> Casual Bus Driver <input type="checkbox"/> Casual EA <input type="checkbox"/>			
Casual Clerk Typist 1 <input type="checkbox"/> Casual Clerk Typist 2 <input type="checkbox"/> Casual Admin Secretary 2 <input type="checkbox"/> Casual Maintenance Helper <input type="checkbox"/>			
Casual Other <input type="checkbox"/> Please Describe:			
Start Date			Term End Date
Complete this section for Support Staff only:			
Classification		Pay Grade	Step
		Hourly Rate	
Days of Work		Hours of Work	Months/Year

APPROVAL

School Committee Involvement Yes <input type="checkbox"/> No <input type="checkbox"/>	Banking Form for Substitute/Casual Attached <input type="checkbox"/>
Child Abuse Registry Requested <input type="checkbox"/>	Criminal Record Check Requested <input type="checkbox"/> Declaration Attached <input type="checkbox"/>
Principal/Supervisor	Date
Area Superintendent	Date

FOR OFFICE USE – TO BE COMPLETED BY AREA AND DIVISION OFFICE

Housing Unit #		Occupancy Date	Allowance Single <input type="checkbox"/> Double <input type="checkbox"/>
Comments			

SDS CHECKLIST

Demographics <input type="checkbox"/>	Position <input type="checkbox"/>
Evaluation <input type="checkbox"/>	Seniority <input type="checkbox"/>