



# Yellowknife Catholic Schools

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## **SUBSTITUTE TEACHING/STAFF APPLICATION**

*Yellowknife Catholic Schools requires the following documents **to be considered** for a substitute placement:*

- Substitute Application Form**
  - Application packages are only available for pick-up at our Central Services Office (5124-49<sup>th</sup> Street.) We are open from 8:00 a.m. to 5:00 p.m. Monday to Friday.
- Resume**
  - You must provide a maximum of three work references. Personal or character references are not contacted.
- Completed TDI** (NWT and Federal)
  - Forms required for income tax calculations.
- Criminal Record Check**
  - Criminal Record Checks must be dated within the last three months and the original must be shown at Central Services.
- SIN card**
  - If you do not have a SIN card, you must apply for a replacement card and show us the receipt of application when dropping off your substitute teacher application package at Central Services.
- “Void” cheque or direct deposit authorization**

### *Process and Expectations:*

- Provide completed documentation/application package to our Central Services Office.
- Once HR completes the reference checks, and they are satisfactory, your application is approved.
- Your contact information is placed on the Master Substitute List and regularly distributed to schools. Please note that the school makes direct contact with their substitute staff. Once your application is approved, you are encouraged to connect with the school administrator in charge of subs. This list will be provided to you in the application package.
- Information regarding rates of pay and pay cycles are provided in the application package. Please note that you do not require a Bachelor of Education to substitute although in order to receive the salary outlined in the NWTTA collective agreement, you must have a B. Ed. And you must submit a NWTTS (Northwest Territories Teacher Qualification) to the Department of Education. Forms are available at [www.newteachersnwt.ca](http://www.newteachersnwt.ca).
- It must be understood that substitutes seeking employment with Yellowknife Catholic Schools are completely committed to the philosophy of the education of the Catholic student and therefore are willing to take an active participation in the Religious Education Program.
- We will not process incomplete applications.
- For questions, clarification, to be removed from the list, or to change your application information, please contact Mandie Pool at 766-7400.

**THANK YOU FOR YOUR INTEREST IN WORKING FOR YELLOWKNIFE CATHOLIC SCHOOLS.**

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**Where Learning Lights the Spirit!**

Où l'apprentissage reflète l'Esprit  
Yedài Nezîi T' à Hoghàgoetò