

Yellowknife Catholic Schools

Box 1830, Yellowknife, NT X1A 2P4 • Phone (867) 766-7400 • Fax (867) 766-7401 • www.ycs.nt.ca

Substitute Application 2021-2022

The following documents are **required** to be considered for a substitute position with Yellowknife Catholic Schools (YCS):

- Completed Substitute Application Form
- Completed TD1s (NWT and Federal)
- Resume
- Void Cheque or direct deposit authorization (Required for Payroll purposes)
- Criminal Records Check (CRC) **with** Vulnerable Sector Check (VSC)
 - CRC and VSC must be dated within the last 90 days.
 - **PLEASE NOTE:** When requesting the CRC from the RCMP, you will be required to provide them with a letter from YCS as proof that we are requesting this document. **Please send an email to march.gacayan@ycs.nt.ca to request this letter.**

HOW TO SUBMIT YOUR APPLICATION

When you have all the required documents ready, you can submit your application package **in person** or **by email** to March Gacayan, Human Resource Officer Intern
march.gacayan@ycs.nt.ca

Should your application package be approved, you will be contacted to schedule a meeting. Please be advised that the processing and approval time can take up to two weeks.

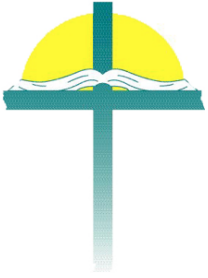
Incomplete application packages will not be accepted.

Substitute Applications for the 2021/22 school year will be accepted from
July 30, 2021 to June 24, 2022.

Where Learning Lights the Spirit

Où l'apprentissage reflète l'Esprit

Yedàì Nezìì T'á Hoghàgoetq



Yellowknife Catholic Schools

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Substitute Application Form

Attention: Incomplete applications will not be accepted.

PERSONAL INFORMATION:

Last Name _____ First Name(s) _____

Mailing Address _____ Postal Code _____

Phone Number _____ Email Address _____

Date of Birth (MO/DY/YR) _____ Social Insurance No. _____

Language(s) spoken other than English _____

Emergency Contact _____

Name

Address

Email Address

Phone

TEACHER CERTIFICATION INFORMATION:

Northwest Territories _____ No. _____

Other _____ No. _____

Total Years of Teaching Experience _____

PREFERRED POSITION:

YCS has one high school with Grades 8-12 (English/French Immersion), two elementary schools with Grades JK-7 each (English/French Immersion), and the Kimberlite Career & Technical Centre (KCTC).

Please select the grade level(s) you wish to substitute for:

- Junior Kindergarten (JK)
- Primary (gr. K-3)
- Elementary (gr. 4-5)
- Middle (gr. 6-7)
- Sr. High (gr. 8-12)
- KCTC (gr. 6-12)

Please select the substitute positions you are interested in:

- Teacher
- Classroom Assistant
- Jr. Kindergarten Lead Worker
- Office Assistant

For School Board Use Only

Criminal Check _____

SIN No _____

Void Cheque _____

TD1 (both) _____

Languages _____

Resume _____

Degree(s) _____

Gr. Preference _____

Approved _____

Date _____

Yellowknife Catholic Schools adheres to The Access to Information and Protection of Privacy Act (ATIPP) of the N.W.T.

Please direct questions regarding this form to the office collecting the information or to the ATIPP Coordinator Ph: (867) 766-7404 Fax: (867) 766-7401

WORK REFERENCES:

These must be former employers/supervisors. Email addresses are required.

Personal references or co-workers are not contacted.

1) Name: _____
Position: _____ Company: _____
Email Address: _____

2) Name: _____
Position: _____ Company: _____
Email Address: _____

3) Name: _____
Position: _____ Company: _____
Email Address: _____

GENERAL:

Substitutes seeking employment with Yellowknife Catholic Schools are asked to respect the philosophy of Catholic Education and are expected to participate in the liturgical celebrations and the faith life when in the schools.

Our faith-based education system focuses on:

1. Promoting an atmosphere that fosters the development of Christian ideals such as service to others and being a good neighbour throughout the school day, and
2. Religious knowledge being taught through the Religious Education Program.

DECLARATION AND SIGNATURE:

1. I certify that the statements made by me in this application are true and complete to the best of my knowledge and beliefs and are made in good faith.
2. I understand if any of these statements are untrue or my ability to respect the practices of a faith-based education system changes, this application may be rejected and that my appointment to a position may be terminated.

Signature

Date

Memo

To: All Substitute / Casual Employees

From: Pay and Benefits Officer

Date: August 18, 2021

Re: Payroll

All substitute / casual employees are paid on the last business day of the month. Your pay will be deposited into your bank account and a pay voucher will be emailed to you based on the information you provided.

The cut-off for each pay period varies. The pay period dates are on the back of your timesheet. Blank timesheets are available at the schools. **To ensure that you are paid properly, it is your responsibility to ensure that your timesheet is completed and submitted to the board office on the specified due dates.**

Under the NWTTA collective agreement **substitute teachers** are entitled to the following:

“Substitute teachers will be paid at the rate of **\$300.82** per day (prorated for half days) for the 2021/22 school year. After the fifth (5th) consecutive day in the same position (same teacher), substitute teachers will be paid at 1/192 of the salary grade stipulated in accordance with an NWTTS assessment.”

In order to receive the salary on the grid, you must have a B.Ed., be certified to teach in the Northwest Territories and we require that you submit an NWTTS to the Department of Education. This information will place you at the appropriate level on the grid. For more information regarding NWT teacher certification and grid placement, please contact the Registrar as follows:

Teacher Certification
Education, Culture & Employment
Government of the Northwest Territories
Email address: teacherqualificationsupport@gov.nt.ca

Rate of pay – NWTTA:

Teacher - **\$300.82/day** – prorated for half days

Rates of pay – UNW:

Classroom Assistant – **\$197.12/day** (7 hours/day) – prorated for half days

Junior Kindergarten Lead Worker - **\$34.10/hour** (8 hours/day)

Office Assistant **\$27.62/hour** (7.5 hours/day)

You are encouraged to read your pay vouchers carefully and contact Payroll immediately if you notice a discrepancy between what you worked and what you were paid. If you have any questions, please contact our Pay and Benefits Officer at 766-7403.



2021 Personal Tax Credits Return

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number
<p>1. Basic personal amount – Every resident of Canada can enter a basic personal amount of \$13,808. However, if your net income from all sources will be greater than \$151,978 and you enter \$13,808, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$151,978, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2021 Personal Tax Credits Return, and enter the calculated amount here.</p>			\$13,808
<p>2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim \$2,295 for each infirm child born in 2004 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on Line 8 may also claim the Canada caregiver amount for that same child who is under age 18.</p>			
<p>3. Age amount – If you will be 65 or older on December 31, 2021, and your net income for the year from all sources will be \$38,893 or less, enter \$7,713. If your net income for the year will be between \$38,893 and \$90,313 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2021 Personal Tax Credits Return, and fill in the appropriate section.</p>			
<p>4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.</p>			
<p>5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.</p>			
<p>6. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$8,662.</p>			
<p>7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than Line 1 (Line 1 plus \$2,295 if they are infirm), enter the difference between this amount and their estimated net income for the year. If their net income for the year will be Line 1 or more (Line 1 plus \$2,295 if they are infirm), you cannot claim this amount. In all cases, if their net income for the year will be \$24,604 or less and they are infirm, go to Line 9.</p>			
<p>8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than Line 1 (Line 1 plus \$2,295 if they are infirm and you cannot claim the Canada caregiver amount for children under age 18 for this dependant), enter the difference between this amount and their estimated net income. If their net income for the year will be Line 1 or more (Line 1 plus \$2,295 or more if they are infirm), you cannot claim this amount. In all cases, if their net income for the year will be \$24,604 or less and they are infirm and are age 18 or older, go to Line 9.</p>			
<p>9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an infirm eligible dependant (aged 18 or older) or an infirm spouse or common-law partner whose net income for the year will be \$24,604 or less, get Form TD1-WS and fill in the appropriate section.</p>			
<p>10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an infirm dependant age 18 or older (other than the spouse or common-law partner or eligible dependant you claimed an amount for on Line 9, or could have claimed an amount for if their net income were under \$16,103) whose net income for the year will be \$17,256 or less, enter \$7,348. If their net income for the year will be between \$17,256 and \$24,604 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.</p>			
<p>11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.</p>			
<p>12. Amounts transferred from a dependant – If your dependant will not use all of their disability amount on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their tuition amount on their income tax and benefit return, enter the unused amount.</p>			
<p>13. TOTAL CLAIM AMOUNT – Add Lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>			

Filling out Form TD1

Fill out this form **only** if any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

More than one employer or payer at the same time

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2021, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check this box**, enter "0" on Line 13 and do not fill in Lines 2 to 12.

Total income less than total claim amount

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on Line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2021?

- Yes (Fill out the previous page.)
- No (Enter "0" on Line 13, and do not fill in Lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

Provincial or territorial personal tax credits return

If your claim amount on Line 13 is more than \$13,808, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only**, your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2021, you may be able to claim the child amount on Form TD1SK, 2021 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2021, you can claim any of the following:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, go to canada.ca/taxes-northern-residents.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax and benefit return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted on your income tax and benefit return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____

YYYY/MM/DD



2021 Northwest Territories Personal Tax Credits Return

Protected B when completed

TD1NT

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your territorial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in the Northwest Territories and every pensioner residing in the Northwest Territories can claim this amount. If you will have more than one employer or payer at the same time in 2021, see "More than one employer or payer at the same time" on page 2.

15,243

2. Age amount – If you will be 65 or older on December 31, 2021, and your net income from all sources will be \$38,893 or less, enter \$7,456. If your net income for the year will be between \$38,893 and \$88,600 and you want to calculate a partial claim, get Form TD1NT-WS, Worksheet for the Northwest Territories 2021 Personal Tax Credits Return, and fill in the appropriate section.

3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,000, or your estimated annual pension income, whichever is less.

4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$400 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time.

5. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$12,362.

6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$15,243, enter the difference between \$15,243 and their estimated net income. If their net income for the year will be \$15,243 or more, you cannot claim this amount.

7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependant relative who lives with you and whose net income for the year will be less than \$15,243, enter the difference between \$15,243 and their estimated net income. If their net income for the year will be \$15,243 or more, you cannot claim this amount.

8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$17,256 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older)
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$5,052

If the dependant's net income for the year will be between \$17,256 and \$22,308 and you want to calculate a partial claim, get Form TD1NT-WS and fill in the appropriate section.

9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$7,169 or less, enter \$5,053. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$7,169 and \$12,222 and you want to calculate a partial claim, get Form TD1NT-WS and fill in the appropriate section.

10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition and education amounts, or disability amount on their income tax and benefit return, enter the unused amount.

11. Amounts transferred from a dependant – If your dependant will not use all of their **disability amount** on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their **tuition and education amounts** on their income tax and benefit return, enter the unused amount.

12. TOTAL CLAIM AMOUNT – Add lines 1 to 11.

Your employer or payer will use this amount to determine the amount of your territorial tax deductions.

Filling out the Form TD1NT

Fill out this form **only** if you are an employee working in the Northwest Territories or a pensioner residing in the Northwest Territories and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1NT form, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1NT for 2021, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1NT, **check** this box, enter "0" on line 12 and do not fill in lines 2 to 11.

Total income less than total claim amount

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax and benefit return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

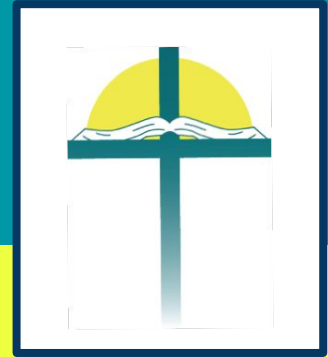
Signature _____

Date _____

It is a serious offence to make a false return.

2021-2022

YELLOWKNIFE CATHOLIC SCHOOLS



OPENING

ESPHS Registration - August 23 & 24
Monday, August 30 - All students

CHRISTMAS BREAK

December 22 to January 4 inclusive

SEMESTER 2

Semester 2 begins January 27

MARCH BREAK

March 12 to March 27 inclusive

CLOSING

June 23 - last day for students

THREE-WAY CONFERENCE DATES

November 5 - am (Grades 8-12)
November 26 - am (JK-7)
March 4 - am (JK-7)
April 14 - am (Grades 8-12)

PROFESSIONAL DEVELOPMENT & STIP DAYS

No School for Students

September 30 (JK-12)
October 1 (JK-12)
October 22 (8-12)
November 1 (JK-7)
November 5 - pm (8-12)
November 26 (8-12)
November 26 - pm (JK-7)
December 3 (JK-12)
January 21 (JK-7)
February 11 (JK-7)
February 25 (JK-12)
March 4 - pm (JK-7)
April 1 (8-12)
April 14 - pm (8-12)
April 29 (JK-12)
May 13 (JK-7)
June 3 (JK-7)

Yellowknife Catholic Schools - Where Learning Lights the Spirit