



CANADIAN ROCKIES PUBLIC SCHOOLS

SUBSTITUTE ADMINISTRATIVE ASSISTANT APPLICATION FORM

Please email your resume and cover letter to hr@crps.ca

Canadian Rockies Public Schools thanks all applicants. Only those candidates selected for an interview will be contacted.

PERSONAL INFORMATION

| |
|-----------------------|
| Applicant Name |
| |

CONTACT INFORMATION

| | | | |
|------------------------------|----------------------------------|----------------------------------|--|
| Home Address | | Personal Email Address | |
| | | | |
| Home Telephone Number | Cellular Telephone Number | Business Telephone Number | |
| | | | |

PROFESSIONAL REFERENCES- Please Provide Phone Number and Email

| | |
|---|---|
| Reference 1 | Reference 2 |
| Name | Name |
| | |
| Contact Information (Phone number and Email) | Contact Information (Phone number and Email) |
| | |

| | | | | | |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|-----------------------------|
| Location(s) Preferred | | | Time(s) Available | | |
| Banff <input type="checkbox"/> | Canmore <input type="checkbox"/> | Exshaw <input type="checkbox"/> | All Day <input type="checkbox"/> | AM <input type="checkbox"/> | PM <input type="checkbox"/> |
| Days Preferred | | | | | |
| Monday <input type="checkbox"/> | Tuesday <input type="checkbox"/> | Wednesday <input type="checkbox"/> | Thursday <input type="checkbox"/> | Friday <input type="checkbox"/> | |
| Schools Preferred | | | | | |
| BES | BCHS | CCHS | ERS | EXS | LGMS |

OFFICE USE ONLY:

Vulnerable Sector Check Received (Current within 3 months)

References checked:

Application Approved by:

Date: