

# Livingstone Range School Division No. 68



P.O. Box 69  
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Claresholm, AB T0L 0T0

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Livingstone Range  
SCHOOL DIVISION No. 68

## SUBSTITUTE TEACHING APPLICATION FORM

Surname: \_\_\_\_\_ First Name/Initial: \_\_\_\_\_  
Address: \_\_\_\_\_ City / Town: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Degree(s): \_\_\_\_\_ Year: \_\_\_\_\_ Institution: \_\_\_\_\_ Major/Minor: \_\_\_\_\_  
A.T.C. No.: \_\_\_\_\_ Permanent  Interim  Expiry: \_\_\_\_\_  
Years Teaching Experience: Alberta: \_\_\_\_\_ Other: \_\_\_\_\_  
S.I.N.: \_\_\_\_\_ Birth date\*: \_\_\_\_\_  
For Payroll Purposes Only: Are you receiving A.T.R.F. Pension: Yes: \_\_\_\_\_ No: \_\_\_\_\_

\* Required for Certification purposes.

Date Available: \_\_\_\_\_

Schools at which you wish to substitute teach. All  , or:

**Nanton** ABD K-6  JFT 7-12  **Fort Macleod** WAD K-3  GRD 4-6  FPW 7-12   
**Stavelly** STV K-6  **Pincher Creek** CAN K-6  MHHS 7-12   
**Claresholm** WMES K-6  WCCHS 7-8  9-12  **Lundbreck** LIV K-12   
**Granum** GRN K-9  **Crowsnest Pass** ISS 4-6  HAS K-3  CCHS 7-12

Colony Schools. All  , or:

Parkland  Willow Creek  Little Bow  Clear Lake  Daly Creek  Ewelme   
Thompson  Greenwood  Livingstone  Pincher Creek  Spring Point  Waterton

Grade levels and subjects preferred:

**Grade Levels:** All  K-6  K-9  7-9  7-12  10-12  Colonies Only   
**Subjects:** All  List: \_\_\_\_\_

The following documentation must be submitted to complete your file prior to being added to the Substitute Teaching List. (Forms are located on [www.lrsd.ab.ca](http://www.lrsd.ab.ca) / Careers / Teaching)

- ⇒ Recent resume including a list of references and telephone numbers (include letters of references);
- ⇒ Photocopy of your current Alberta Teaching Certificate;
- ⇒ Final Student Teacher Reports/Ratings by Cooperating Teachers and transcripts (New Teachers);
- ⇒ Criminal Record Check;
- ⇒ Staff Information Gathering and Consent Form (FOIPP);
- ⇒ Direct Deposit Form or Void Cheque
- ⇒ TD1 and TD1AB
- ⇒ Original Copy of Teachers' Qualification Service Evaluation. If you do not have a copy, you must apply to the Alberta Teachers' Association, [www.teachers.ab.ca](http://www.teachers.ab.ca) - Teacher Salary Qualifications.
- ⇒ Certification of Teaching Experience – to be completed and forwarded by former employers.

Please date and sign this form and return it to Olwyn Buckland, Human Resources, Livingstone Range School Division No. 68, P.O. Box 69, Claresholm, AB T0L 0T0, or e-mail it to [bucklando@lrsd.ab.ca](mailto:bucklando@lrsd.ab.ca). Include the required documentation as listed above. Thank you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_