



RED RIVER VALLEY SCHOOL DIVISION DIVISION SCOLAIRE VALLÉE de la RIVIÈRE ROUGE

233 Main Street North, P.O. Box 400, Morris, MB R0G 1K0
Ph.:204-746-2317 • Fax:204-746-2785

Thank you for your interest in **casual employment** with the Red River Valley School Division.

Please complete and return the documents listed below by email to hrdept@rrvsd.ca or in person at 233 Main Street, Morris, MB.

- ☐ **Casual Staff Application Form (Page 2 and 3)**
- ☐ **Resume with three (3) professional references** (Please provide email address for professional references)
- ☐ [Click here for the Pledge of Confidentiality](#)
- ☐ [Click here for the Administrative Procedure E5 Acceptable use of Technology \(Staff\)](#)
- ☐ [Click here for the Employee Declaration & Disclosure](#)
- ☐ **Banking information** for payroll direct deposit (Either a "VOID" cheque or banking instructions from your banking institution)
- ☐ **Child Abuse Registry (Completed within the past six months)**
Please visit the following website to obtain your Child Abuse Registry and forward it to the Divisional office. https://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html
- ☐ **Criminal Record Check with Vulnerable Sector Search (Completed within the past six months)**
This can be obtained from your local RCMP or Winnipeg City Police station.
- ☐ **Respect in School - Mandatory Training** - Please provide your training certificate with your completed application. Click [here](#) for the link.

Once the application processes successfully, we will contact you with further details.

Note that casual applications must be renewed annually.

Please contact me by phone (204) 746-2317, extension 2222 or by email at dalarie@rrvsd.ca if you have any questions.

Thank you.

Diane Alarie
HR Officer

CASUAL EMPLOYMENT APPLICATION

Red River Valley School Division

Date _____

☐ EDUCATIONAL ASSISTANT
☐ CUSTODIAL AIDE ADMIN
☐ ASSISTANT/LIBRARIAN

Surname

Given Names

Address

Email Address

City/Town Province Postal Code

Telephone Number

Social Insurance Number

Date of Birth (MM/DD/YY)

REFERENCES:

Please provide three professional references.

Name	Organization/ Position	Telephone	Email
1.			
2.			
3.			

Have you ever been charged with a criminal or other offence? Yes ____ NO ____

Please provide details of the charge, date and result in each case.

Please indicate you preferred school and indicate your availability.

Do you speak french? Yes ____ No ____

Schools	Checkmark	Availability
École St.Malo School (St.Malo, MB) K-8 Dual Track French/English		
École Héritage Immersion (St.Pierre Jolys, MB) K-12 French Immersion		
Suncrest Colony School (Suncrest Colony, Tourond, MB) K-12		
Morris School (Morris, MB) K-12		
Albright School (Oak Bluff Colony, Morris, MB) K-12		
Lowe Farm School (Lowe Farm, MB) K-8		
Rosenort School (Rosenort, MB) K-12		
J.A. Cuddy School (Sanford, MB) K-8		
Sanford Collegiate (Sanford, MB) 9-12		
Oak Bluff Community School (Oak Bluff, MB) K-8		
Vermillion School (Vermillion Colony, Sanford, MB) K-12		
Peace Valley School (Homewood Colony, Starbuck, MB) K-12		
Starbuck School (Starbuck, MB) K-8		

Emergency Contact #1 (name and phone number) _____

Emergency Contact #2 (name and phone number) _____

Please note that a Criminal Record Check and a Child Abuse Registry Check performed within six months of the application date is required.

Signature of Applicant

Signature of Witness

Please be advised that this application will not be considered for active employment with Red River Valley School Division unless it is signed by the applicant and a witness.

Date _____

NOTE: Please attach a copy of your resume to this application.