

Substitute Teacher Checklist

Thank you for your interest in becoming a Peace Wapiti Public School Division (PWPSD) substitute teacher.

In order for your application to be processed, a number of documents must be completed and/or provided to our office. Please refer to this checklist and bring any necessary documentation with you when you come in to apply. Once all required information is received, your application will be processed and you will be placed on the Active Substitute Teacher list for PWPSD.

The following forms, provided at Central Office, will need to be completed at the time of your in-person application:

- ☐ **Substitute Teacher Application** form,
- ☐ **Federal and Provincial TD1 forms** – these are required to determine tax deductions,
- ☐ **Direct Deposit Authorization and T4 Election** – participation in electronic direct deposit for payroll is mandatory. In addition, PWPSD provides electronic T4 statements, and
- ☐ **Network Access** – every person who has access to PWPSD's network must review and sign the Acceptable Use Agreement.

Please also be prepared to provide us with the documents listed below:

- ☐ A valid **Alberta Teaching Certificate** (original – a photocopy will be taken),
- ☐ Proof of **Social Insurance Number** (accepted documentation is SIN card, SIN letter or Notice of Assessment from CRA) – SIN collected by law for income reporting,
- ☐ **Criminal Record/Vulnerable Sector Check** – an *original* satisfactory check, dated within the last six months, obtained from local RCMP,
- ☐ **Proof of Education** – you must provide a statement from the Teacher Qualification Service (TQS). Contact the Alberta Teachers' Association at (780) 453-2411 or the ATA website at www.teachers.ab.ca,
- ☐ **Proof of Prior Teaching Experience** – a statement regarding length of teaching experience from previous employers, signed by the designated officer of the previous Board or institution, is required for salary purposes, and
- ☐ **Proof of prior trade experience and journeyman certification**, if applicable.

Please contact Colleen Karockai, Human Resources Executive Assistant at (780) 532-8133 if you require further information or assistance.