



WILD ROSE PUBLIC SCHOOLS

Support Staff Casual List Application Form

(Teaching Assistant, Administrative Services, Library Technician,
Caretaker, Maintenance Worker, Spare Bus Driver)

Personal Information – all fields required

Name:

Mr/Mrs/Ms/Miss

First

Middle Initial

Last Name

Address:

Mailing address

City/Town

Province

Postal Code

Phone Number(s):

Date of Birth*

Home

Cell

YYYY/MM/DD

Social Insurance Number*

***The actual card/certificate must be viewed and a photocopy of the card must be verified by a school office or division office employee, i.e. signed and dated photocopy should state: "I have seen the original."**

Email Address:

Casual List Information – Check all that apply

Type of Work:

- ☐ Teaching Assistant
- ☐ Administrative Services
- ☐ Library Tech
- ☐ Caretaker/Maintenance
- ☐ Spare Bus Driver (south area)

Area of School Division:

- ☐ North (Drayton Valley schools, Breton schools)
- ☐ South (Rocky Mtn House, Caroline, Leslieville, Condor, David Thompson High School)

Details: (availability, preferences, etc.)

Attachments – MUST BE ON FILE BEFORE ELIGIBLE FOR CASUAL LIST

- ☐ Criminal Record Check, including Vulnerable Sector Query - (**original required**, current within six months)
- ☐ Intervention Record Check - (**original required**, current within six months)
- ☐ copy of Social Insurance Card – original card must be viewed and verified on a photocopy
- ☐ copy of Birth Certificate – original card must be viewed and verified on a photocopy (optional but preferred)
- ☐ copy of WHMIS card (Maintenance & Caretaking staff only)
- ☐ Direct Deposit form, signed with VOID cheque attached (**mandatory**)
- ☐ Tax forms (TD1AB Provincial & TD1 Federal)
- ☐ Spare Bus Driver Application form and attachments (available from Bus Shop)

Signature
Casual List Applicant

Date

Forward complete package
(application form and required attachments) to:

Jo-Anne Jagers
Wild Rose Public Schools
4912 – 43 Street
Rocky Mtn. House, AB T4T 1P4



WILD ROSE PUBLIC SCHOOLS

2012/2013 Casual Employment Information Support Staff Casual List

Teaching Assistants / Administrative Services / Library Tech:

- Complete the Support Staff Casual List **Application form**
- Attach the **Criminal Record Check** (R.C.M.P. or Police) – it must be recent (within six months), must include a Vulnerable Sector Query; submit the **original** (can be returned)
- Attach the **Intervention Record Check** (available from a Provincial Child Welfare Office) – it must be recent (within six months); submit **original** (can be returned)
- Attach a photocopy of **Social Insurance Card** – copy must be dated and verified by School Office staff or Division Office staff stating that original card has been viewed.
- Attach a photocopy of **Birth Certificate** - copy must be dated and verified by School Office staff or Division Office staff stating that original card/document has been viewed.
- **Direct Deposit form** – sign, date, and attach VOID cheque – form included – **MANDATORY**
- **Tax Forms - TD1 (Federal) & TD1AB (Provincial) Available on website:**
www.wrsd.ca/humanresources > **PAYROLL AND BENEFIT FORMS (ALL STAFF)** section
- Rate of pay is \$15.83/hr

Casual Caretakers/Casual Maintenance Workers:

- Require **all** of the above *plus* a copy of **WHMIS card** (WHMIS training is available – call the Maintenance office at (403) 845-2203 or 1-877-745-2203
- Rate of pay is \$18.21/hr for Casual Caretakers

General Information:

- The Support Staff Casual lists are “shared use reports” available on Google>Documents. Casual Support Staff cannot be booked unless their name appears on this list.
- The only information provided to the schools is the potential employee’s name, town from their mailing address/special notes and phone number(s).
- These lists do not show qualifications or experience.
- The individual looking for a position is welcome to make an appointment with the school’s principal/location supervisor to make contact and discuss experience, skills, etc.
- Each school/location books from the approved casual list only.
- If called to work, a timesheet is completed for each location.
- Position is “Casual TA” or “Casual Caretaker”.
- Leave these timesheets with the school’s (or location) office for approval and coding. The school will submit the timesheet to the payroll department.
- Casual TA (CAAMSE staff) cut off is always the 3rd of the month. Payday is the 10th.
- Casual caretakers are paid on the same bi-weekly schedule as regular IUOE staff.
- **IMPORTANT! If you have not worked during a full school year, your name will be removed from the list and you will need to re-apply.**

Postings for full-time and part-time positions can be found in the local papers, our website www.wrsd.ca, school bulletin boards or at division office. Apply as directed in the posting – applications without a Competition Number will not be considered.

For any questions regarding the Support Staff Casual List please contact Jo-Anne Jagers @ Division Office (403) 845-3376 or 1-800-771-0537 or joanne.jagers@wrsd.ca



DIRECT DEPOSIT ACCOUNT NOTIFICATION

Employee Name: _____

School/Location: Support Staff Casual List

You are hereby authorized to deposit my net pay directly to the bank account as identified below:

Employee signature

COMPLETE EITHER PART 1 OR PART 2

PART 1 Staple pre-printed blank deposit slip *or* voided personalized cheque here (PREFERRED)

OR

PART 2 Have your bank complete the following:

Bank Name: _____

Bank Address: _____

Bank No.: _____

Bank Transit No.: _____

Account No.: _____

Printed Name of Bank Employee: _____

Signature of Bank Employee: _____

**** RETURN IMMEDIATELY TO THE ATTENTION OF PAYROLL DEPARTMENT ****

PAYROLL DEPARTMENT USE ONLY

Employee # _____ Date Entered _____