



VICE PRINCIPAL POSITIONS IN SCHOOL DISTRICT 22 (VERNON)

Thank you for your interest in a leadership position with the Vernon School District. The following information will help ensure that your application is complete.

- Complete all parts of the **application form**.
- Provide a **statement** describing a **significant contribution to improving learning that you have made as a leader** in your school. Please ensure you outline how your actions made a difference and include the name and phone number of someone who could verify this.
- Attach your **resumé** and any **supporting documentation**.
- Please help us process your application by ensuring that all documents are submitted on **single-sided plain white paper**. Please **do not use** staples, report covers, spiral bindings etc.
- Application packages should be directed to:

Bev Rundell
Superintendent /CEO
1401 – 15 Street
Vernon, BC V1T 8S8

- Applications may also be faxed to 250-549-9294 or emailed to brundell@sd22.bc.ca. Applications will be received until **2:00 pm on Thursday, May 24, 2012**.
- **If you have any questions about the application process**, please contact Bev Rundell by phone at 250-542-3331 or by email at brundell@sd22.bc.ca.
- **If you would like further information about leadership opportunities in Vernon**, please contact Bev Rundell by phone at 250-542-3331 or by email at brundell@sd22.bc.ca.

Principal/Vice Principal Application School District No. 22 (Vernon)

1401 – 15th Street, Vernon, BC V1B 8S8
Telephone: 250-542-3331 Fax: 250-549-9200



IMPORTANT INSTRUCTIONS FOR ALL APPLICANTS

1. You must demonstrate your qualifications in this application form to be considered for an interview, so it is very important that you provide all information relevant to your qualifications for the position. Applicants are asked to complete this form.
2. Please print or type **one application form per competition** and fully complete all sections. Photocopies of this form are acceptable, but please do not alter this form.

Last/Surname		First Name		Middle Name	
Street Address			City	Province	Postal Code
Phone Number	Alternate Phone Number		Email Address (please check daily)		

Position applied for

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(please note: one application form is required for each position)

Teaching Certification Registration Number

Teacher Qualification Service Category Number

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Formal Education (please attach Masters' transcripts; copies are acceptable)

University or College	Dates From / To	Degree / Diploma	Field of Study	
			Major	Minor

Specific Courses Completed (Please indicate the particular courses you have completed that you see as relevant for the posting. For instance, LA/IS, French, Tech. Ed., etc.)

University or College	Dates From / To	# Hours of coursework completed	Course Name

Other education applicable to the posting (Please indicate any relevant certificates and/or training you have completed)

University or College	Dates From / To	Details

Teaching/Administrative Assignments Held (If you are an internal candidate, please record all of your assignments within School District #22 as well as information about any teaching/administrative assignments you held prior to starting with our District. Start with your most recent assignment. If you require more space than is provided on this form, please attached a separate sheet to this form.)

School / District	FTE	Dates From / To	Assignment details (grades/subjects)	Immediate Supervisor's Name

Accomplishments of Note / Related Volunteer Work / Evidence of Innovation in Teaching and/or Administration (Please indicate any other experience you have in addition to your teaching experience which is related to the posted position. If you require more space, please attach a single sheet.)

Name of Organization	FTE	Dates From / To	Assignment Details	Immediate Supervisor's Name

Professional References (must include your immediate supervisor; must be current; please include only people who have supervised you as a teacher or administrator)

Reference Name	Position Title	Institution	Contact phone number	Email address (business and home)

Are you legally entitled to work in Canada? Yes No

All positions require a Criminal Record Check as per the Criminal Records Review Act of British Columbia. Is there any reason why you may be unable to pass such a check? Yes No

If you answered YES to the above, have you been convicted of a related criminal offense for which you have not received a pardon? Yes No

By signing below I am certifying that the information on this application and in any other documents appended to this application are true and accurate. I understand my failure to completely and truthfully answer the questions asked of me when discovered will constitute sufficient grounds for my dismissal. I hereby authorize School District 22 to contact the references provided, and I authorize references contacted to release information to the District. I also authorize School District 22 to contact any references they wish, and I understand that the District will advise me of who those additional references are before they are contacted. I further understand that confidential professional reference reports provided at the time of my application will not be made available to me.

Applicant's Signature *Date*

The information contained herein is collected under the authority of the School Act, Section 15 (1). The information will be used solely for the purpose of Human Resources and will be protected under the Freedom of Information and Protection of Privacy Act. This information will be used only for the recruitment and selection of staff. We follow human rights law in British Columbia, which prohibits discrimination in employment practices because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or conviction of a criminal or summary offence that is unrelated to employment.