



Prairie Rose School Division

Substitute Teacher Application Package

Prairie Rose School Division No. 8
918 – 2nd Avenue • Dunmore, Alberta T1B 0K3
Telephone: (403) 527-5516 • Fax (403) 528-2264

Substitute Teacher Application Form

Approved: _____

Name: _____

Address: _____

_____ Postal Code: _____

Phone: _____ E-Mail: _____ Date of Birth: _____

Are you in receipt of Alberta Teacher Pension? (Please Circle One): Yes or No

Type of Certificate: _____ Certificate # _____ Expiry Date: _____

OR

P.R.R.D. No. 8 is applying for Letter of Authority _____ (Please check / valid from: _____

References: 1. _____ 2. _____
(Name & Phone number) _____

- ⇒ Please attach a photocopy of your **valid teaching certificate**, **recent resume** and your **Social Insurance card**. **A Police Information Record Check, including a Vulnerable Sector Check** and an **Alberta Children's Services Intervention Record Check** will also be required.
- ⇒ Payroll requires a **VOID** cheque for direct deposit. If you do not have a chequing account, please attach photocopy of **inside front cover** of savings account book. Make sure the **name and address** of your bank, **your account number** and **your name** are on this photocopy.
- ⇒ Payroll also requires a certified **true copy** of your **TQS** (Teacher Qualifications Service) statement as well as **letters of experience from prior School Boards, with whom you were employed**. This will provide the correct information should you be hired for 6 consecutive days or be given a contract.
- ⇒ Please remember to sign for authorization for direct deposit on the bottom of this page.
- ⇒ Please refer to page 2 of this form for schools and locations.
- ⇒ Time is accumulated from the 1st of the month to the end of the month with payment being made on the 10th of the month following (where the 10th falls on a weekend or holiday, payment will be deposited on the work day prior to the 10th).

This request form will NOT be given to the Superintendent for approval until ALL requested information has been received.

Freedom of Information and Protection of Privacy Act (FOIP)

The information collected contains personal information covered by the FOIP Act, the School Act and its regulations and the Charter of Rights and Freedoms. This information is required in order for Prairie Rose School Division No. 8 to properly manage the school jurisdiction and its human resources. This information will be made available to employees and trustees of the Division within the scopes of their roles and responsibilities. Some of the ways in which personal information may be used are (a) the distribution of substitute lists and (b) the operation of all payroll functions including the facilitating of the employee benefits package.

Date

Please sign here for authorization for Direct Deposit

No.	√	Schools	Town	Km. From Med. Hat to School (one way)	Phone	Grades
3		New Brigden	New Brigden	215 km	664-2490	1 – 9
4		Oyen Public	Oyen	180 km	664-3733	1 – 9
5		South Central	Oyen	180 km	664-3644	10 – 12
6		Warren Peers	Acadia Valley	149 km	972-3744	1 – 9
8		Irvine	Irvine	34 km	834-3783	1 – 9
9		Jenner	Jenner	104 km	898-3926	1 – 9
10		Ralston	Ralston	40 km	544-3535	1 – 9
11		Schuler	Schuler	50 km	839-3732	1 – 9
12		Seven Persons	Seven Persons	24 km	832-3732	1 – 9
13		Bow Island Elementary	Bow Island	52 km	545-2488	1 – 3
14		Burdett	Burdett	71 km	833-3841	1 – 9
15		Foremost	Foremost	104 km	867-3843	1 – 12
17		Senator Gershaw	Bow Island	52 km	545-6822	4 – 12
18		Isabel F. Cox	Redcliff	7 km	548-3449	1 – 3
19		Margaret Wooding	Redcliff	7 km	548-7516	4 – 6
20		Parkside Junior High	Redcliff	7 km	548-3951	7 – 9
21		Eagle Butte High	Dunmore	10 km	528-1996	10 - 12

No.	√	Colony Schools	Town	Km. From Med. Hat to School (one way)	Phone	Grades
1C		Acadia Colony	Oyen	150 km	664-2034	1 – 9
2C		Prairie View Colony	Oyen	210 km	676-2202	1 – 9
3C		Kingslake Colony	Foremost	135 km	867-2288	1 – 9
4C		Mayfield Colony	Etzikom	70 km	666-3750	1 – 9
5C		Plainview Colony	Warner	140 km	642-2366	1 – 9
6C		Ponderosa Colony	Grassy Lake	98 km	655-2406	1 – 9
7C		Rosedale Colony	Etzikom	110 km	666-2166	1 – 9
8C		Shamrock Colony	Bow Island	82 km	545-2974	1 – 9
15C		Silver Sage Colony	Etzikom	98 km	666-2006	1 – 9
9C		Starbrite Colony	Foremost	133 km	867-2243	1 – 9
10C		Sunrise Colony	Etzikom	98 km	666-2193	1 – 9
11C		Winnifred Colony	Bow Island	36 km	832-2284	1 – 9
12C		Elkwater Colony	Elkwater	68 km	834-2420	1 – 9
13C		Jenner Colony	Jenner	115 km	898-2030	1 – 9
14C		Roseglen Colony	Hilda	80 km	838-2040	1 – 9

Please indicate which school(s) you are interested in substituting at by placing a (√) in the box provided beside the school(s) name.

I prefer to substitute in the following grades:

- _____ ECS
- _____ Grade 1-3
- _____ Grade 4-6
- _____ Grade 7-9
- _____ Grade 10-12
- _____ Colonies

Major / Minor (Specialization) _____

September '10

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '10

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '10

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '10

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**2010/2011
PAYROLL
SCHEDULE
Substitute
Teacher &
Casual Staff**

January '11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '11

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '11

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PAYDAY
is the 10th of each
month.
Where the 10th
falls on a weekend
or holiday, pay is
deposited the
week day prior.

April '11

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '11

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Blue Bin Submission Dates

June '11

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Last Day to Fax -
Anything submitted
later than this day
will be too late for
payment. **This includes**
the electronic
submission of the Sub
System Program.

July '11

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

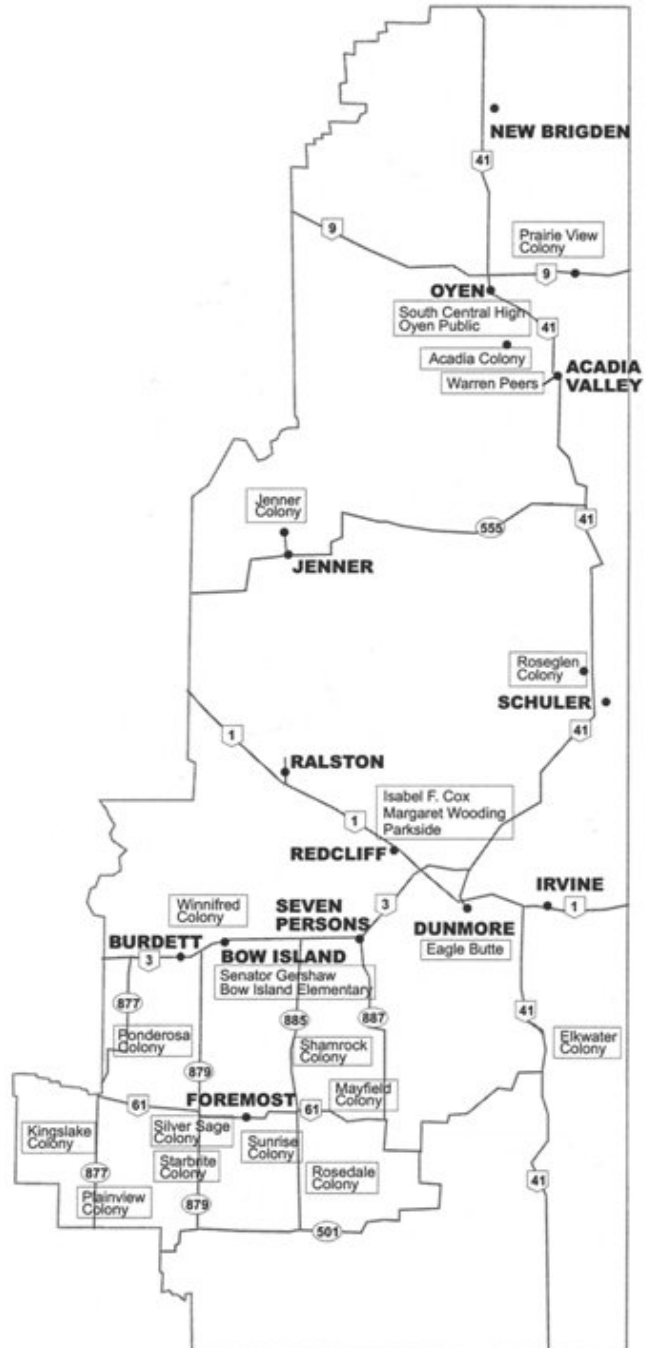


Prairie Rose

SCHOOL DIVISION NO.8

New Brigden	New Brigden	215 km
Oyen Public	Oyen	180 km
South Central	Oyen	180 km
Warren Peers	Acadia Valley	149 km
Irvine	Irvine	34 km
Jenner	Jenner	104 km
Ralston	Ralston	40 km
Schuler	Schuler	50 km
Seven Persons	Seven Persons	24 km
Bow Island Elementary	Bow Island	52 km
Burdett	Burdett	71 km
Foremost	Foremost	104 km
Senator Gershaw	Bow Island	52 km
Isabel F. Cox	Redcliff	7 km
Margaret Wooding	Redcliff	7 km
Parkside Junior High	Redcliff	7 km
Eagle Butte High	Dunmore	10 km

Acadia Colony	Oyen	150 km
Prairie View Colony	Oyen	210 km
Kingslake Colony	Foremost	135 km
Mayfield Colony	Etzikom	70 km
Plainview Colony	Warner	140 km
Ponderosa Colony	Grassy Lake	98 km
Rosedale Colony	Etzikom	110 km
Shamrock Colony	Bow Island	82 km
Silver Sage Colony	Etzikom	98 km
Starbrite Colony	Foremost	133 km
Sunrise Colony	Etzikom	98 km
Winnifred Colony	Bow Island	36 km
Elkwater Colony	Elkwater	68 km
Jenner Colony	Jenner	115 km
Roseglen Colony	Hilda	80 km



Kms => Distance from Medicine Hat
To School/Colony



Travel Allowance

The Prairie Rose Board of Trustees has agreed to increase the travel allowance for substitute teachers, effective March 1, 2008. The following travel allowances will be paid to each substitute teacher for the distance travelled from the teacher's home to the teaching assignment.

Less than 20 kms (one way) \$10.00 per day

20 kms to 39 kms (one way) \$20.00 per day

40 kms or more (one way) \$40.00 per day

This policy will expire on August 31, 2012.