



SCHOOL DISTRICT NO. 42, MAPLE RIDGE-PITT MEADOWS

District Education Office  
Human Resources Dept.  
22225 Brown Avenue  
Maple Ridge, BC, V2X 8N6  
Phone: (604)463-4200  
Fax: (604)463-4181

## APPLICATION FOR POSTING

### C.U.P.E. POSITIONS

PLEASE NOTE: This form is to be completed by applicants currently employed by School District No. 42. It is not for use by external applicants.

EMPLOYEE #:	<input type="text"/>	POSITION:	<input type="text"/>
POSTING #:	<input type="text"/>	LOCATION:	<input type="text"/>

Please print and complete form in detail. All information provided will be held in strict confidence.

<input type="text"/>	<input type="text"/>	<input type="text"/>
LAST Name	FIRST Name	MIDDLE Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone #	Alternate Telephone #	E-Mail

#### CURRENT POSITION(S)

Current Position(s)	Location(s)	Hours of Work
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

COMMENTS: (Attach additional information if desired – maximum 2 pages please.)

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DATE:

SIGNATURE:

Please return the completed form to the Human Resources Department. Your application must be received in the District Education Office by 4:00 p.m. on the closing date of the posting. Please see back for guidelines.

#### FOR DEPARTMENTAL USE ONLY

<i>Effective Date:</i>		<i>Replacing:</i>
<i>PRM Entry:</i>	<i>Initials:</i>	<i>Comments:</i>

## **APPLICATIONS TO POSTINGS**

- All employees are eligible to apply for posted positions.
- Vacancies are posted in the District Education Office.
- Postings are also sent to the schools, posted on the bulletin board, and posted to the web at [www.sd42.ca](http://www.sd42.ca).

### **Tips for Applying**

- ❖ Complete the “Application for Posting – CUPE Positions” form. These forms are available from your school office or the Human Resources Department.
- ❖ Submit a separate application for each posting number.
- ❖ If you are applying for a position in a different classification than your current classification, you should identify your qualifications and experience which meet the requirements of the position. You can do this by listing your qualifications in the comments section of this form or by attaching a copy of your current resume. Please ensure that the information addresses the specific requirements contained in the posting.
- ❖ Make sure you have your application in to the Human Resources Department by 4:00 p.m. on the closing day.