



SUBSTITUTE TEACHING EMPLOYMENT APPLICATION

Dear Applicant:

Thank you for considering employment with the Louis Riel School Division.

In order to process your application, please ensure that the following documents are attached to the completed Substitute Teaching Application Form:

- **Manitoba Teachers' Certificate** - *(provide a copy)*. **You must hold either a Permanent or Teaching Permit issued by Manitoba Education in order to teach in Manitoba.**
- **Criminal Record Check including Vulnerable Sector Search** - *Winnipeg Police Service Criminal Record Checks can be obtained from a Winnipeg Police Service Centre <http://www.winnipeg.ca/police/AboutTheService/districts.stm> or using the online process at http://www.winnipeg.ca/police/pr/info_request.stm. Provide original version, dated within the year. If you wish to keep your original document, the Board Office Receptionist will make a certified copy for your application.*
- **Provincial Child Abuse Registry** - *Child Abuse Registry Checks can be obtained at the Child Protection Branch, 2nd floor, 777 Portage Avenue, Winnipeg, MB R3G 0N3. Provide original version, dated within the year. If you wish to keep your original document, the Board Office Receptionist will make a certified copy for your application.*
- **Federal and Provincial TD1 Form** *(complete with this application)*
- **Direct Deposit Form** *(complete with this application)*
- **Resume** *(provide a copy)*

Please note that:

1. Your application will be considered for placement on the Louis Riel Substitute Teaching list only if your application is complete.
2. Only applicants selected will be acknowledged.
3. If placed on the list, you will be mailed confirmation and instructions regarding registration with the Division's automated substitute booking system.
4. The Louis Riel School Division Substitute Teaching List is valid for one year. Reapplication will be required annually.

Thank you for your careful attention in completing this application process.

Louis Riel School Division,
Human Resources Department



**2015 - 2016
SUBSTITUTE TEACHING EMPLOYMENT APPLICATION**

Personal and Employment Information

Name:

Last Name

First Name

Middle Name

Address:

Street Name, Box No., etc. / City, Town / Province / Postal Code

Phone No.:

Email Address:

Social Insurance No.
(for payroll purposes):

MB Teaching Certificate No.:

PSP No.:

Salary Classification:

Are you presently receiving TRAF? (Teachers' Retirement Allowance Fund):

Yes

No

If previously employed by the Louis Riel School Division, specify location:

Education (Post Secondary)

Name of University/College	Degree/Diploma	Year Issued	Major	Minor

Substitute Information

Please indicate the Grades you are qualified (major, minor, specialization) to teach:

- Kindergarten
 Grade 1
 Grade 2
 Grade 3
 Grade 4
 Grade 5
 Grade 6
 Grade 7
 Grade 8
 Grade 9 - 12

Please indicate specific subject areas you are qualified (major, minor, specialization) to teach:

- | | | | | |
|---|---|---|--|---|
| <input type="checkbox"/> Art | <input type="checkbox"/> Computer | <input type="checkbox"/> French Immersion | <input type="checkbox"/> Industrial Arts | <input type="checkbox"/> Science |
| <input type="checkbox"/> Aboriginal Studies | <input type="checkbox"/> English/L.A. | <input type="checkbox"/> Geography | <input type="checkbox"/> Library | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Band | <input type="checkbox"/> EAL | <input type="checkbox"/> Guitar | <input type="checkbox"/> Math | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Esthetics | <input type="checkbox"/> Hairstyling | <input type="checkbox"/> Music | <input type="checkbox"/> Special Ed. |
| <input type="checkbox"/> Business Ed. | <input type="checkbox"/> Francais | <input type="checkbox"/> History | <input type="checkbox"/> Phys. Ed | <input type="checkbox"/> Student Services |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> French (Basic) | <input type="checkbox"/> Human Ecology | <input type="checkbox"/> Physics | <input type="checkbox"/> Theatre/Drama |
| <input type="checkbox"/> Choral | | | | |

Please indicate your work preferences:

- All Schools
 English K-8
 English 9-12
 French Immersion K-8
 French Immersion 7-12

Please note, our Substitute Booking System AESOP, matches substitutes to available jobs based on skill match. Therefore, please ensure that you have selected ALL grades, subjects and work preferences that you wish to have applied to your substitute teacher profile.

Attach Resume: Please submit a copy of your current resume along with this application.

OFFICE USE ONLY

Employee No.:

CRC:

Payroll:

CAR:

NAV:

Sub Pkg.:

VERI:

Contract:

Recommendation for Hire:

- Yes Other

Reference Check:

www.lrsd.net

900 St. Mary's Road Winnipeg, MB R2M 3R3
Phone (204) 257-7827 Fax (204) 257-8103

References: (required to process application)

Please identify three references, two of which who are qualified to comment on your teaching ability.

Name	Position/Employer	Email	Daytime Phone

IMPORTANT NOTES REGARDING YOUR APPLICATION

- Only complete applications will be processed. To be considered for employment, the following required documentation must be attached to the completed Substitute Teaching Application Form:
 - **Manitoba Teachers' Certificate** (provide a copy). You must hold either a Permanent or Teaching Permit issued by Manitoba Education in order to teach in Manitoba.
 - **Provincial Child Abuse Registry** – please provide original, dated within the year. Child Abuse Registry Checks can be obtained at the Child Protection Branch, 2nd floor, 777 Portage Avenue, Winnipeg, MB R3G 0N3, or see website: www.gov.mb.ca/fs/childfam/, to complete a self-check on line.
 - **Criminal Record Check** including Vulnerable Sector Search – please provide original or police-certified copy, dated within the year. Criminal Record Checks can be obtained from any Winnipeg Police Service Centre <http://www.winnipeg.ca/police/AboutTheService/districts.stm> or using the online process at http://www.winnipeg.ca/police/pr/info_request.stm
 - Please present original Child Abuse Registry and Criminal Record Checks to the Louis Riel School Division Board Office Reception desk. A certified copy will be made for your file with the Division.
 - **Federal and Provincial TD1 Form** - attached – to be completed
 - **Direct Deposit Form** - attached – to be completed
 - **Resumé** - provide a copy
- When all of the above information is received, your application will be considered for placement on the Louis Riel School Division Substitute Teaching List.
- Only selected applicants will be acknowledged.
- If placed on the List, you will be mailed confirmation and instructions regarding registration with the LRSD automated Substitute Booking System.
- The Louis Riel School Division Substitute Teaching List is valid for one year. Re-application will be required annually.

SIGNATURE OF APPLICANT

I have read the important notes regarding my application.

I hereby certify that the information given in this application is true, correct, and complete, to the best of my knowledge. I understand that falsified or misleading statements and omissions will result in rejection of this application, and, if employed, may be cause for my termination. I also understand that employment with the Division is conditional upon the results of a Criminal Record Check and a clear report from the Provincial Child Abuse Registry.

I give consent to the Louis Riel School Division (LRSD) to inquire about, investigate, and obtain copies of any records that relate to me from my former employers and educational institutions. I hereby release Louis Riel School Division and affiliated employees, and any person or institution that provides LRSD with any lawful information about me, from any and all liability whatsoever resulting from any such inquiry, investigation, or communication.

I understand that any information secured by the Division is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. The information collected is necessary to determine the applicant's competence and qualifications and may be used to create the employment records.

The Louis Riel School Division will use information obtained on this Form only to complete the recruitment and hiring process. This includes conducting reference checks. This information will not be shared with other organizations and will remain confidential.

Signature of Applicant

Date

LOUIS RIEL SCHOOL DIVISION

TRAF _____

DIRECT DEPOSIT INFORMATION

This is a compulsory service. No pay will be issued without a bank account number. Please complete information below and return to the Payroll Office.

A. EMPLOYEE IDENTIFICATION (Please print)

<u>Given Name And Initial</u>	<u>Family Name</u>

B. DIRECT DEPOSIT ROUTING NUMBER

In addition to entering the branch number, institution number and account number into which the employee's pay will be deposited, a voided personalized cheque **OR** deposit slip must be attached to the schedule **OR** the information confirmed by the financial institution.

The required information may be found on the bottom left corner of your personalized deposit slip or cheque as shown below.

- 1 – cheque number (not required)
- 2 – 5 digit branch number (enter in box 50)
- 3 – 3 digit institution number (enter in box 51)
- 4 – account number (enter in box 52)

50	Branch No.	51	Inst. No.	52	Account Number
<u>Name(s) of account holder(s)</u>			<u>Financial institution name, address, postal code</u>		
			<u>Signature of financial institution officer</u>		
			<u>Telephone number of financial institution</u>		
Date:		<u>Year</u>	<u>Month</u>	<u>Day</u>	

C. EMPLOYEE'S SIGNATURE

I hereby state that all the information shown above is correct.

Signature of employee _____

Date _____



2015 Personal Tax Credits Return

Read the back before completing this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Complete this form based on the best estimate of your circumstances.

The section 2 includes the proposal to eliminate the Child amount for 2015 and subsequent taxation years in conjunction with the enhancements to the universal child care benefit (UCCB).

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address including postal code		For non-residents only – Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2015, see "More than one employer or payer at the same time" on the next page. If you are a non-resident, see "Non-residents" on the next page.

11,327

2. Caregiver amount for children under age 18 – Either parent (but not both), may claim \$2,093 for each infirm child born in 1998 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the family caregiver amount for that same child who is under age 18.

3. Age amount – If you will be 65 or older on December 31, 2015, and your net income for the year from all sources will be \$35,466 or less, enter \$7,033. If your net income for the year will be between \$35,466 and \$82,353 and you want to calculate a partial claim, get Form TD1-WS, *Worksheet for the 2015 Personal Tax Credits Return*, and complete the appropriate section.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.

5. Tuition, education, and textbook amounts (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$400 for each month that you will be enrolled, plus \$65 per month for textbooks. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time, plus \$20 per month for textbooks.

6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter \$7,899.

7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$11,327 (\$13,420 if he or she is **infirm**) enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$11,327 or more (\$13,420 or more if he or she is **infirm**), you cannot claim this amount.

8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be less than \$11,327 (\$13,420 if he or she is **infirm** and you **cannot claim the caregiver amount for children under age 18 for this dependant**), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$11,327 or more (\$13,420 or more if he or she is **infirm**), you cannot claim this amount.

9. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$15,735 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older), enter \$4,608 (\$6,701 if he or she is **infirm**); or
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$6,701.

If the dependant's net income for the year will be between \$15,735 and \$20,343 (\$15,735 and \$22,436 if he or she is **infirm**) and you want to calculate a partial claim, get Form TD1-WS and complete the appropriate section.

10. Amount for infirm dependants age 18 or older – If you support an infirm dependant age 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,720 or less, enter \$6,700. You cannot claim an amount for a dependant if you or anyone else has already claimed it on line 8 or 9. If the dependant's net income for the year will be between \$6,720 and \$13,420 and you want to calculate a partial claim, get Form TD1-WS and complete the appropriate section.

11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition, education and textbook amounts, or disability amount on his or her income tax return, enter the unused amount.

12. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition, education, and textbook amounts** on his or her income tax return, enter the unused amount.

13. TOTAL CLAIM AMOUNT – Add lines 1 to 12.

Your employer or payer will use this amount to determine the amount of your tax deductions.

Continue on the next page ➔

Completing Form TD1

Complete this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not complete Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2015, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 on the front page, and do not complete lines 2 to 12.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only complete if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2015?

- Yes (Complete the previous page.)
- No (Enter "0" on line 13, and do not complete lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$11,327, you also have to complete a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$11,327), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2015, you may be able to claim the child amount on Form TD1SK, *2015 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to complete Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2015, you can claim:

- \$8.25 for each day that you live in the prescribed northern zone; or
- \$16.50 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, go to www.cra.gc.ca/northernresidents.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for Year(s)* _____, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Privacy Act, personal information bank numbers CRA PPU 005 and CRA PPU 047

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____

YYYY/MM/DD

Read the back before completing this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Complete this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address including postal code		For non-residents only – Country of permanent residence	Social insurance number

<p>1. Basic personal amount – Every person employed in Manitoba and every pensioner residing in Manitoba can claim this amount. If you will have more than one employer or payer at the same time in 2015, see "Will you have more than one employer or payer at the same time?" on the next page.</p>	9,134
<p>2. Age amount – If you will be 65 or older on December 31, 2015, and your net income from all sources will be \$27,749 or less, enter \$3,728. If your net income for the year will be between \$27,749 and \$52,602 and you want to calculate a partial claim, get Form TD1MB-WS, <i>Worksheet for the 2015 Manitoba Personal Tax Credits Return</i>, and complete the appropriate section.</p>	
<p>3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,000, or your estimated annual pension income, whichever is less.</p>	
<p>4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$400 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time.</p>	
<p>5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$6,180.</p>	
<p>6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$9,134, enter the difference between \$9,134 and his or her estimated net income. If his or her net income for the year will be \$9,134 or more, you cannot claim this amount.</p>	
<p>7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than \$9,134, enter the difference between \$9,134 and his or her estimated net income. If his or her net income for the year will be \$9,134 or more, you cannot claim this amount.</p>	
<p>8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$12,312 or less, and who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> • parent or grandparent (aged 65 or older); or • relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$3,605. <p>If the dependant's net income for the year will be between \$12,312 and \$15,917 and you want to calculate a partial claim, get Form TD1MB-WS and complete the appropriate section.</p>	
<p>9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$5,115 or less, enter \$3,605. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$5,115 and \$8,720 and you want to calculate a partial claim, get Form TD1MB-WS and complete the appropriate section.</p>	
<p>10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p>11. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition and education amounts on his or her income tax return, enter the unused amount.</p>	
<p>12. Manitoba Family Tax Benefit – Get Form TD1MB-WS and complete the appropriate section.</p>	
<p>13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.</p>	

Continue on the next page ➔

Completing Form TD1MB

Complete this form **only** if you are an employee working in Manitoba or a pensioner residing in Manitoba and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not complete Form TD1MB, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

Will you have more than one employer or payer at the same time?

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1MB for 2015, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1MB, enter "0" on line 13 on the front page and do not complete lines 2 to 12.

Total income less than total claim amount

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, complete "*Additional tax to be deducted*" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for Year(s) _____*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to www.cra.gc.ca/forms or call 1-800-959-5525.

Privacy Act, personal information bank numbers CRA PPU 005 and CRA PPU 047

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____