SUBSTITUTE CLERICAL
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 Clerical Application Form:

- **Criminal Record Check including Vulnerable Sector Search, also referred to as Police Information,** *dated within one year - Criminal Record Checks are to be obtained from the Winnipeg Police Headquarters, 245 Smith Street, Winnipeg, Manitoba. Document must be dated within one year.*
- **Provincial Child Abuse Registry** - *Child Abuse Registry Checks can be obtained at the Child Protection Branch, 1st floor, 777 Portage Avenue, Winnipeg, MB R3G 0N3 or thru online application at https://web22.gov.mb.ca/AbuseRegistry. Document must be dated within one year.*

- If you wish to keep your original Criminal Record or Child Abuse Registry Checks, the Board Office Receptionist will make a certified copy for your application.

- **Social Insurance Document** – Please bring your original Social Insurance Card/Letter for verification by our receptionist (the original document with be returned to you)
- **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 Clerical list only if your application is complete.
2. We thank all applicants for their interest; however 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 Clerical 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,
People Services Department

DIVISION SCOLAIRE
LOUIS RIEL
SCHOOL DIVISION

2017-2018
SUBSTITUTE CLERICAL STAFF 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. _____ Social Insurance No.: _____
(to be verified)

Email Address: _____

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

Education

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

Substitute Information

Please indicate the skills and information that apply to you:

Computer Skills:	☐ Microsoft Word	☐ Microsoft Excel	☐ PowerPoint	☐ Access
Office Skills:	☐ Typing_____wpm	☐ Switchboard	☐ Photocopier	☐ Facsimile
Languages:	☐ Bilingual (French)		☐ speak fluently	☐ read fluently

Please indicate your work preferences:

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

Additional Information for Consideration: _____

Attach Resume:

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

OFFICE USE ONLY

Employee No.		CRC	
Payroll:		CAR	
NAV:		SIN :	Sub Pkg. sent
Recommendation for Hire:	☐ Yes ☐ Other	Reference Check done by:	(Signature)

References: (required to process application)

Please identify three employment references qualified to comment on your skills and abilities.

Name	Position	Email address	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 Clerical Application Form:
- **Criminal Record Check including Vulnerable Sector Search, also referred to as Police Information** - *Criminal Record Checks **must** be obtained from a Winnipeg Police Headquarters, 245 Smith Street, Winnipeg, Manitoba Document must be dated within one year.*
- **Provincial Child Abuse Registry** - *Child Abuse Registry Checks can be obtained at the Child Protection Branch, 1st floor, 777 Portage Avenue, Winnipeg, MB R3G 0N3 or thru online application at https://web22.gov.mb.ca/AbuseRegistry. Document must be dated within one year. (If you wish to keep your original CAR and CRC, the Board Office Receptionist will make a certified copy for your application.)*
- **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 Clerical Staff List.
- We thank all applicants for their interest; however only applicants selected will be acknowledged.
- If placed on the List, you will be mailed confirmation and further instructions.
- The Louis Riel School Division Substitute Clerical Staff 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

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)

Given Name And Initial	Family Name

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			
Name(s) of account holder(s)		Financial institution name, address, postal code			
		Signature of financial institution officer			
		Telephone number of financial institution			
		Date:	Year	Month	Day

C. EMPLOYEE'S SIGNATURE

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

Signature of employee _____ Date _____

Manitoba

2018 Manitoba Personal Tax Credits Return

Protected B when completed
TD1MB

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out 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	Postal code	**For non-residents only** – Country of permanent residence	Social insurance number

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 2018, see "More than one employer or payer at the same time" on page 2. **9,382**

2. Age amount – If you will be 65 or older on December 31, 2018, 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, *Worksheet for the 2018 Manitoba Personal Tax Credits Return*, and fill in the appropriate section.

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.

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, fill in 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.

5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $6,180.

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.

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.

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:

- 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.

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 fill in the appropriate section.

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 fill in the appropriate section.

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.

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.

12. Manitoba Family Tax Benefit – Get Form TD1MB-WS and fill in the appropriate section.

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.

Filling out Form TD1MB

Fill out 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 fill out Form TD1MB, 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 TD1MB for 2018, 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, **check** this box, enter "0" on line 13 on the front page and do not fill in 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, fill in "*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, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, 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 **canada.ca/cra-forms-publications** or call **1-800-959-5525**.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at **canada.ca/cra-info-source**, Personal Information Bank CRA PPU 120.

Certification

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

Signature _____ Date _____

It is a serious offence to make a false return.

2018 Personal Tax Credits Return

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out 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	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 2018, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.	**11,809**
2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim $2,182 for each infirm child born in 2001 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 Canada caregiver amount for that same child who is under age 18.	
3. Age amount – If you will be 65 or older on December 31, 2018, and your net income for the year from all sources will be $36,976 or less, enter $7,333. If your net income for the year will be between $36,976 and $85,863 and you want to calculate a partial claim, get Form TD1-WS, *Worksheet for the 2018 Personal Tax Credits Return*, and fill in 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 (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, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.	
6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $8,235.	
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 $11,809 ($13,991 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 $11,809 or more ($13,991 or more if he or she is **infirm**), you cannot claim this amount. In all cases, if his or her net income for the year will be $23,391 or less **and** he or she is **infirm**, go to line 9.	
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 $11,809 ($13,991 if he or she is **infirm** and you **cannot claim the Canada 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 $11,809 or more ($13,991 or more if he or she is **infirm**), you cannot claim this amount. In all cases, if his or her net income for the year will be $23,391 or less **and** he or she is **infirm and is age 18 or older**, go to line 9.	
9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) **or** an **infirm** spouse or common-law partner whose net income for the year will be $23,391 or less, get Form TD1-WS and fill in the appropriate section.	
10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an **infirm** dependant age 18 or older (**other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9, or could have claimed an amount for if his or her net income were under $13,991**) whose net income for the year will be $16,405 or less, enter $6,986. If his or her net income for the year will be between $16,405 and $23,391 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in 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 amount, 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 amount** 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.	

Filling out Form TD1

Fill out 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 fill out 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 2018, 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 and do not fill in 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 fill in 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 2018?

☐ Yes (Fill out the previous page.)

☐ No (Enter "0" on line 13, and do not fill in 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 $11,809, you also have to fill out 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 $11,809), 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 2018, you may be able to claim the child amount on Form TD1SK, *2018 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to fill out 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 2018, you can claim:

- $11.00 for each day that you live in the prescribed northern zone; or
- $22.00 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 **canada.ca/taxes-northern-residents**.

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, fill out 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, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, 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.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at **canada.ca/arc-info-source**, Personal Information Bank CRA PPU 120.

Certification

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

Signature _____ Date _____

It is a serious offence to make a false return. YYYY/MM/DD