



# Turtle River School Division

## Casual Employee Application

<b>Name:</b>	<b>Email Address:</b>	
<b>Mailing Address:</b>	<b>City:</b>	<b>Postal Code:</b>
<b>Phone number:</b>	<b>Cell Phone:</b>	

I would like to apply for the following casual/substitute positions for the **2025/2026** school year:

- ☐ Substitute Teacher with a valid Manitoba teaching certificate (please attach copy of certificate)
- ☐ Substitute Teacher without a valid Manitoba teaching certificate (Grade 12 or equivalent required)
  - ☐ 20 days or less ☐ Greater than 20 days (see Limited Teaching Permit below)
- ☐ Substitute Educational Assistant/Librarian
- ☐ Substitute School Secretary
- ☐ Substitute Jr. Kindergarten Instructor
- ☐ Substitute Custodian/Cleaner
- ☐ Substitute Bus Driver (route & extra-curricular trips) (bus driver course & Class II driver's licence required)

I would like to work at the following schools:

- ☐ Alonsa School ☐ McCreary School
- ☐ Glenella School ☐ Parkview Colony School\*
- ☐ Grass River Colony School\* ☐ Ste. Rose School
- ☐ École Laurier (French Immersion) \* no custodial or bus driving positions available

I would like to substitute the following days and grades:

- ☐ Monday
  - ☐ Tuesday
  - ☐ Wednesday
  - ☐ Thursday
  - ☐ Friday
- Grades: \_\_\_\_\_
- Not applicable to bus drivers/custodial/secretarial*

### Limited Teaching Permit (for substitute teaching in Manitoba)

If you selected substitute teacher and you **do not** hold a valid Manitoba Teaching Certificate, you can only substitute teach for up to 20 days in one school year. If you wish to substitute teach for more than 20 days, *The Public Schools Act* requires that you must apply for a Limited Teaching Permit. This will allow you to substitute teach for more than 20 days. Please bring the required documentation to the Division Office and an application will be sent to the Professional Certification Unit. Contact Division Office at 204.835.2067 if you have any questions.

I understand that my employment is dependent on a satisfactory Criminal Record and Child Abuse Registry check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date