



North East School Division

Box 6000, 402 Main St.
Melfort, SK S0E 1A0

Phone: (306) 752-5741
Fax: (306) 752-1933

Toll Free: 1-888-752-5741
Website: www.nesd.ca

Casual Position Application Process

Applicants are required to provide a complete casual position application package which includes:

- a) NESD Casual Position application form – indicating the school(s) where you would like to work;
- b) an updated cover letter and resume;
- c) three work-related references. Preferred references would include experience working with children or in an educational institute; an
- d) original criminal record check & vulnerable sector check completed within the last six months.

The complete application package can be sent to:

**Human Resources
NESD
Box 6000, 402 Main Street
Melfort, Saskatchewan
S0E 1A0
Email: careers@nesd.ca Fax: 306-752-4533**

Only those selected for an interview will be contacted. If you are interviewed, please give us at least two weeks to get back to you.



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Casual Position Application Form

Please complete the following form and submit it along the documents required on the Casual Position Application Process.

1. Name of applicant: _____
2. Phone number: _____ Address: _____
3. Email address: _____
4. Employment Type: Education Associate Admin Assistant Library Clerk
Noon Period Supervisor Cafeteria Staff
5. Have you worked for the North East School Division before? Yes No
6. Are you eligible to work in Canada? Yes No
7. Indicate in which schools you wish to be a casual (please check all that apply)

- | | |
|--|--------------------------|
| Arborfield School | <input type="checkbox"/> |
| Bjorkdale School | <input type="checkbox"/> |
| Brunswick School (Melfort) | <input type="checkbox"/> |
| Carrot River Elementary School | <input type="checkbox"/> |
| Carrot River Jr. Sr. High School | <input type="checkbox"/> |
| Central Park Elementary School (Nipawin) | <input type="checkbox"/> |
| Gronlid School | <input type="checkbox"/> |
| Hudson Bay Community School | <input type="checkbox"/> |
| LP Miller Comprehensive School (Nipawin) | <input type="checkbox"/> |
| Maude Burke School (Melfort) | <input type="checkbox"/> |
| Melfort Unit Comprehensive Collegiate | <input type="checkbox"/> |
| Naicam School | <input type="checkbox"/> |
| Porcupine Plain Comprehensive School | <input type="checkbox"/> |
| Reynolds Central School (Melfort) | <input type="checkbox"/> |
| Star City Colony School | <input type="checkbox"/> |
| Star City School | <input type="checkbox"/> |
| Tisdale Elementary School | <input type="checkbox"/> |
| Tisdale Middle and Secondary School | <input type="checkbox"/> |
| Wagner Elementary School (Nipawin) | <input type="checkbox"/> |
| White Fox School | <input type="checkbox"/> |
| William Mason School (Choceland) | <input type="checkbox"/> |

8. For EA's please indicate which grade levels you prefer to work with:
Elementary (K – 5) Middle Years (6 – 9) Secondary (10 – 12)