



# 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](http://www.nesd.ca)

## Substitute Teacher Application Process

Applicants are required to provide a complete substitute teacher application package which includes:

- a) NESD Substitute Teacher application form – indicating the school(s) where you would like to work;
- b) an updated cover letter and resume;
- c) a copy of your valid Saskatchewan teaching certificate;
- d) registered with the Saskatchewan Professional Teachers Regulatory Board – [www.sptrb.ca](http://www.sptrb.ca);
- e) a copy your internship report (beginning teachers);
- f) three current references. Preferred references would include experience working with children or in an educational institution; and
- g) a criminal record check including vulnerable sector search. (This can take a couple of weeks so start early. We need to see the original and it must not be older than 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](mailto: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.

*Once you have been hired as a substitute teacher, it is not necessary to apply again from year to year. However, if you have not accepted a substitute opportunity in over a year, you will be inactivated and have to reapply if you are interested in re-joining the substitute list.*



## Substitute Teacher Application Form

Please complete the following form and submit it along with the documents required on the Substitute Teacher Application Process

1. Name of applicant: \_\_\_\_\_

2. Phone number: \_\_\_\_\_ Address: \_\_\_\_\_

3. Email address: \_\_\_\_\_

4. Have you worked for the North East School Division before?

Yes  No

5. Are you eligible to work in Canada?

Yes  No

6. Indicate in which schools you wish to be a substitute (please check all that apply)

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

7. Please indicate which grade levels you prefer to work with:

Elementary (K – 5)  Middle Years (6 – 9)  Secondary (10 – 12)