

KELOWNA CHRISTIAN SCHOOL

APPLICATION FOR CERTIFIED EDUCATIONAL ASSISTANTS

Key to a successful Christian school is its staff. To enhance our school community, we are seeking Certified Education Assistant (CEA) applicants with strong credentials and a passion for supporting students with diverse learning needs.

We invite you to submit the completed application form, together with supporting documents as listed below, electronically via email to applications@kcschool.ca.

- Resume (see Section B)
- Reference letters (see Section B – two professional references; one from a supervisor who has observed your practice and one personal reference)
- A copy of any earned Degrees, Diplomas, and/or Training Certificates (see Section C)
- For new Certified Education Assistants, please provide copies of your:
 - Evaluation and practicum reports
 - College/university transcripts

The school will contact only those applicants short-listed for a specifically posted position or On Call position.

A. INTRODUCTION

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: Home: _____

Work: _____

Mobile: _____

Email: _____

Please specify the position(s) you are applying for:

1. _____

2. _____

3. _____

Describe your preferred Education Assistant support position:

Rank the Grade levels you prefer to support (1 = Most Preferred; 4 – Least Preferred):

___ Primary (K - Gr. 3)

___ Intermediate (Gr. 4-6)

___ Middle (Gr. 7-9)

___ High (Gr. 10-12)

List any key subject area(s) you are qualified to support:

Are you interested in being an Education Assistant on Call? ___ Yes ___ No

B. RESUME

With this form, please submit a resume containing the following information:

- EDUCATION: Post-secondary school attended – include names, locations, years attended, and graduation dates.
- WORK EXPERIENCE: Include school names and/or support organizations, locations, years employed, and summarize student needs support.
- VOLUNTEER EXPERIENCE: Include any pertinent information.
- QUALIFICATIONS: List special certificates, relevant special interests.
- REFERENCES: Provide at least one professional reference (referees must have been in a supervisory role and observed your student support) and one personal reference.

C. TRAINING / EXPERIENCE

Check any specific areas listed with which you have specific training and/or experience:

AREA	Training	Experience
Attention Deficit Hyperactivity Disorder (AD/HD)	_____	_____
Autism Spectrum Disorder (ASD)	_____	_____
Behaviour Interventions	_____	_____
Emergency First Aid / CPR	_____	_____
Fetal Alcohol Syndrome (FAS)	_____	_____
English Language Learner (ELL/ESOL)	_____	_____
Gifted Learners	_____	_____
<i>Impairments / Disabilities:</i>		
Chronic Health Impairment	_____	_____
Deaf or Hard of Hearing	_____	_____
Intellectually Dependent	_____	_____
Physically Dependent	_____	_____
Visual Impairment	_____	_____
Mental Illness	_____	_____
Personal Care	_____	_____

D. SPIRITUAL LIFE

Do you regularly attend a Christian church? _____ Yes _____ No

Church Name: _____

Church Address: _____

If no, please explain why:

Applicant's Signature

Date

Your signature authorizes the school to contact previous employers and referees. Kelowna Christian School is committed to safeguarding personal information, meeting the privacy standards set by British Columbia's Personal Information Protection Act. Personal information collected as part of your application for employment is done so to assess your suitability to assume the duties of the position and to determine preliminary remuneration and benefit details.