



PEACE RIVER SCHOOL DIVISION
Box 380, Grimshaw, Alberta T0H 1W0
PH: (780) 624-3601

MEMO

TO: Applicant
FROM: Human Resources Department
RE: Substitute School Support Staff Application Process

Procedure to apply:

Forward the following documents to Human Resources Department at prsdhr@prsd.ab.ca:

- RESUME with 3 work related references:
 - provide current number and an email address for each reference.
- a CURRENT Criminal Record Check with Vulnerable Sector Check (dated less than 6 months old to date of application)

When documents are received by the Human Resources Department, they will proceed with processing the application and determine placement on the substitute support staff listing.

The applicant will be notified of a decision by the Human Resources personnel.

Please note:

Applications **cannot be processed when documents are missing, or when the Criminal Record Check with Vulnerable Sector Check submitted is older than six (6) months.**