



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

MEMO

TO: Applicant
FROM: Human Resources Department
RE: Substitute Teacher Application Process

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

- 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 have been received by the Human Resources Department, they can proceed with processing the application and determine placement on the substitute teacher listing.

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

Please note:

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

April 2024