



## Casual Employee Application 2024-25

Please email your complete application to [hr@fvsd.ab.ca](mailto:hr@fvsd.ab.ca) or drop off at a school.

- New Casual - Please submit the application forms** along with your record check(s). Once your application is approved, the school will call you directly to work as needed.
- Previous Casual or other Employee** – If you have not worked since January 1, 2024, your record checks have expired, and you are no longer approved as a FVSD Casual employee. **Please submit new application forms along with new record check(s)**. Once your application is approved, the school will call you directly to work as needed.

Full Name:	Birthdate:
Mailing Address:	Phone Number:
Email Address:	Social Insurance Number:
Preferred Schools:	

Check the Casual Positions you are interested in:

- Class Supervisor       Custodian  
 Educational Assistant       Secretary       Other \_\_\_\_\_

### Police Vulnerable Sector Check (VSC):

- A clean VSC is **REQUIRED** and must be on file before your application will be approved.

- I have attached my VSC which is dated within the last 6 months.  
 I have applied for my VSC and will submit it as soon as possible.

### Children's Services Intervention Record Check (IRC):

- As you may be working directly with children, a clean IRC (if applicable) must be on file before your application will be approved. Applicable only if you have children in your care now or have in the past.

- This is not applicable to me as I do not have children and have never had children in my care.  
 I have attached my IRC which is dated within the last 6 months.  
 I have applied for my IRC and will submit it as soon as possible.

Date completed	Signature
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## **Vulnerable Sector Check**

A clean **Police Vulnerable Sector Check (VSC)** dated within 6 months IS REQUIRED as a condition of employment and must be submitted to **FVSD Human Resources** prior to your first day of work.

### **How to Apply:**

#### **LOCAL Residents:**

- The VSC is available IN PERSON (Monday - Friday) at the Fort Vermilion and High Level RCMP Detachments and at the County Office in La Crete
- **Please apply in person at the Police Detachment in the community you reside in.** You MUST bring 2 pieces of government issued identification, one of which must be photo ID if at all possible. At least one piece of ID MUST have your local address, proving you reside in the same community as the Detachment.

#### **Other Alberta Residents:**

- If you are NOT LOCAL to the FVSD area, please request a Vulnerable Sector Check from your nearest Police Detachment.

## **Intervention Record Check**

As you may be working directly with children, a clean **Alberta Children's Services Intervention Record Check (IRC)** dated within 6 months MAY BE REQUIRED as a condition of employment. If the IRC is required of you, it must be submitted to **FVSD Human Resources** prior to your first day of work.

*Please read the following to determine if you are required to obtain an IRC.*

### **Alberta Residents: How to Apply**

#### **Current/Former Alberta Resident WITH Children, IRC REQUIRED**

If you LIVE IN ALBERTA now or have in the past and HAVE CHILDREN in your care now or have in the past including biological, step, and foster children then an IRC IS REQUIRED.

#### **HOW TO APPLY:**

- Complete the **Children's Services Intervention Record Check (IRC) Request** form and email to [cs.ircnorth@gov.ab.ca](mailto:cs.ircnorth@gov.ab.ca)
- **Current/Former Alberta Resident WITHOUT Children, IRC NOT REQUIRED**
- If you LIVE IN ALBERTA now or have in the past and DO NOT have children in your care now or in the past including biological, step, and foster children then an IRC is NOT REQUIRED.



## Payroll Direct Deposit Form

Complete this form or submit a bank form.

Employee Name: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Institution/Bank No. (3 digits): \_\_\_\_\_

Transit No. (5 digits): \_\_\_\_\_

Account No.: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### How to find your banking information on a cheque:



# FVSD Guidelines for All Technology Uses for Staff

## Introduction

FVSD supports the use of technology resources by staff and students for educational purposes as well as administrative operations. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage areas, personally owned digital devices and all hardware attached to the network.

## Principles of Use

- ✓ All network resources are intended for educational use and administrative operations.
- ✓ As the owner of all network resources, FVSD has the right to monitor their use.
- ✓ Network resources must not be used for purposes that are illegal, unethical or immoral on divisional, personally owned or other digital devices.
- ✓ The use of Information Technology resources is subject to all guidelines and practices of both the division and individual schools/sites related to technology, property or conduct. In particular, staff members are expected to abide by the regulations and concepts of the **Information Technology Protocols contained in the FVSD Administrators' Handbook.**
- ✓ The use of personal devices while working is subject to guidelines outlined in the **Information Technology Protocols specifically staff are prohibited from using personal technology devices unless approved by the Principal for instructional purposes.**

## Conditions of Use

- ✓ Staff are expected to use network resources to further the mission of FVSD. Personal use of the network is permitted provided this use does not interfere with the user's work performance, interfere with any other user's performance, have undue impact on the operation of the network or violate any policy, guideline or standard of FVSD.
- ✓ Teachers will review and ensure their students understand the FVSD Information Technology Protocols annually. Particular emphasis will be placed on reviewing the FVSD Guidelines for All Technology Uses for Students and the FVSD Student Internet Use Guidelines with students annually and as needed throughout the year.
- ✓ Teachers will address digital citizenship as it applies to their students. Particular emphasis will be placed on cyber bullying and its impact on individuals.
- ✓ Staff will not publish on the Internet or in publicly viewed files personal information about other staff or students without the appropriate permission. Any such publishing must meet the Freedom of Information and Protection of Privacy guidelines established by FVSD.
- ✓ Staff will not publish on the Internet or in publicly viewed files inappropriate or offensive information.
- ✓ Staff who discover material on the network that they believe to be inappropriate are expected to advise their school/department administrator or the Information Technology Manager.

- ✓ Staff will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Staff will not use another person's files, output or user name.
- ✓ Staff are responsible for the security of access (login and password) to their network resources. In particular, it is expected that staff will not share their password with others nor will they maintain an unsupervised login that compromises network security. **Staff are responsible for problems caused by use of their login by other individuals.**
- ✓ Staff will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal program/data files.

### Consequence

- ✓ Consequences of inappropriate use of information technology and network resources could include loss of network privileges, suspension, financial liability for damages, and/or disciplinary or legal action up to termination of employment.

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## FVSD Staff Technology User Agreement

As a staff user of the Fort Vermilion School Division Information Technology Network, I have read and hereby agree to comply with the FVSD Guidelines for All Technology Uses for Staff. I understand that if I do not adhere to these Guidelines, I may be subject to disciplinary action which could include loss of network privileges, suspension, financial liability for damages, and/or disciplinary or legal action up to termination of employment.

Staff Name (Please Print): \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_