tdsb
Toronto District School Board

Employee Services Staffing, Recruitment and Contract Services
Support Staff Unit C Central, Funded and Non-Union

Central Administration – Job Application Form – Summer Student

Please attach a current resume with your application

1. APPLICANT INFORMATION			
Age (*must be at least 16 ěŜÎ·Ńă 2fŘ for summer employment):*	☐ 16 - 17	☐ 18 or Over	
☐ New Applicant	☐ Previous Summer Student	TDSB Employee Number (if applicable): _____	
Last Name:	First Name:	Preferred Name:	
Address:	City:	Province:	Postal Code:
Primary Phone Number:	Alternate Phone Number:	Email Address:	
2. AVAILABILITY			
Which period are you available to work continuously?	☐ May to August	☐ July to August	
3. AREAS OF INTEREST / EXPERIENCE / EDUCATION			
☐ Office Administration	☐ Finance/ Accounting	☐ Human Resources	☐ Information Technology
☐ Engineering Architecture Design	Other:_____		
4. EDUCATION			
☐ Secondary	School:		
☐ Post Secondary	School:	Program:	Current Year of Study:
Are you/will you be registered as a full time student for the upcoming September?	☐ YES	☐ NO	
5. REFERENCES *(supervisory, work related)*			
Name	Organization:	Phone Number:	
Name	Organization:	Phone Number:	
6. DECLARATIONS			
Are you legally eligible to work in Canada?	☐ YES	☐ NO	
Have you ever been convicted of a criminal offence which a pardon has not been granted or was granted and subsequently revoked?	☐ YES	☐ NO	
I HEREBY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND TO THE BEST OF MY KNOWLEDGE COMPLETE. I UNDERSTAND THAT A FALSE STATEMENT MAY DISQUALIFY ME FROM MY EMPLOYMENT OR RESULT IN MY IMMEDIATE DISMISSAL FOR CAUSE.			
Signature: _____	Date: _____		
Submit completed form along with most current Resume to Employee Services, Support Staff – Unit C Central, Funded and Non-Union: Sign, scan and email to: application.submission@tdsb.on.ca OR fax completed form and Resume to: (416)-397-3605			

We are an equal opportunity employer and adhere to fair employment practices. You will be contacted only if you are selected for an interview. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.