



SEVEN OAKS
SCHOOL DIVISION
community begins here

SEVEN OAKS SCHOOL DIVISION

830 Powers Street
Winnipeg, MB R2V 4E7

Ph. (204) 586-8061

www.7oaks.org

Fax: (204) 589-2504

INFORMATION FOR LIBRARY TECHNICIAN APPLICANTS

This is in reply to your recent inquiry concerning the prospects for a Library Technician position in the Seven Oaks School Division.

Enclosed is an application form for you to complete and return at your earliest convenience to the Seven Oaks School Division Board Office.

According to the terms of the Collective Agreement, all vacancies are bulletined internally first. If there is no internal interest, your application will be considered.

While your application will remain on file for one school year, your cooperation is requested to have your application removed when you accept another position or to periodically indicate to us your continued availability. Please advise us if you should have a change of address, telephone number, etc.

Please note:

Employment is conditional upon successful clearance through the Child Abuse Registry and a Criminal Records Check.

The responsibility of the Criminal Records Check and the Child Abuse Registry lies with the employee/applicant.

Both of these above items are required prior to your first day of employment.

2. EDUCATIONAL BACKGROUND AND QUALIFICATIONS:

	Grade Completed	Certificate Obtained	Institution	Year Completed
Secondary				
Post Secondary				
Business/Other				

Skills:

Automated Library Software: _____

OPAC: _____

A.V. Equipment: _____

Languages Spoken/Written: (French, Hebrew, Ukrainian, Other):

Word Processing (words per minute) _____

French _____

Hebrew _____

Ukrainian _____

Other: _____

3. EXPERIENCE

Total number of years of directly related experience _____

Please provide details of previous experience below (begin with most recent).

Employer	Position	Start Date	End Date	Reason for Leaving

4. REFERENCES

Please list names and addresses of three people we may contact for business references.

Name & Address	Position	Telephone

5. SPECIAL EXPERIENCE AND INTERESTS

Please list any special interests or experiences which you consider to be relevant to the position of school library technician.

6. SPECIAL SKILLS

Describe briefly any special interests or experiences which you consider to be useful in the school environment.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This personal information is being collected under the authority of Seven Oaks School Division No. 10 and will be used for the purpose of identifying potential staff for term, permanent or substitute positions.

It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Assistant Superintendent-Personnel, 830 Powers Street, Winnipeg, Manitoba R2V 4E7.