



Fort Vermilion School Division CASUAL EMPLOYEE APPLICATION

Full Name: _____

Mr. Mrs. Ms. Miss

Local Mailing Address: _____

Email Address: _____ Phone Number: _____

Birthdate: _____ SIN: _____

Check the casual positions you are interested in:

- | | |
|---|--|
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Classroom Supervisor | <input type="checkbox"/> Educational Assistant |
| <input type="checkbox"/> Cook | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Secretary | |

First day available: _____

List *all* of the Schools you want to work in.

If applicable list any subjects or grades for which you are not available:

A Police Vulnerable Sector Check (VSC) is required and must be on file before you will be approved as a casual employee or volunteer.

- I am a new casual / volunteer and have attached my VSC which is dated within the last 6 months.
- I am a **previous casual / permanent employee / volunteer** who worked within the last 6 months and a valid Vulnerable Sector Check is on file with FVSD Human Resources.

A Children's Services Intervention Record Check (IRC) MAY be required and must be on file before you will be approved as a casual employee or volunteer.

Are you currently responsible for, or have you been responsible for a child including step and foster children? Please check yes or no to determine if the IRC is required.

- No. An IRC is not required.**
- Yes. An IRC is required.**
- I am a new casual / volunteer and have attached my IRC which is dated within the last 6 months.
- I am a **previous- casual / permanent employee / volunteer** who worked within the last 6 months and a valid IRC is on file with FVSD Human Resources.

New Casuals please submit all Application forms along with your VSC, and IRC (if applicable) to a school or email to hr@fvsd.ab.ca for approval. Once your application has been approved by FVSD Human Resources, the schools will call you in to work as needed.

Previous Casuals please submit this form to a school or email to hr@fvsd.ab.ca for approval. A new Tech form is not needed, and a Direct Deposit form is only needed if your banking info has changed. FVSD Human Resources will verify that the VSC & IRC on file are valid and advise the schools of your availability.



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: _____

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.

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: _____