



Documents Required Upon Offer of Employment – Classified Staffing

- Social Insurance Card or Authorized Letter from Service Canada
- Identification – Copy of Birth Certificate or Driver’s License, or PR Card
- Banking Information – Void cheque or direct deposit form
- Educational Credentials – Degree/Diploma/ Certificates
- Professional Credentials – Designation/Certification/Registration – if applicable
- Vulnerable Sector Police Information Check completed within the last six months
- Intervention Record Check completed within the last six months

Acceptance of employment with Edmonton Catholic Schools is considered as acceptance of all applicable statutes of the Province of Alberta and regulations passed thereunder, such rules, policies and regulations as may be made from time to time by the Board for the administration, management and operation of school sites and school site buildings under its jurisdiction and provisions of the Board’s salary agreement with the employee group.

The information requested is collected in accordance with the Alberta Freedom of Information and Protection of Privacy Act (FOIP). The information will be used to determine the suitability and eligibility of applicants for placement purposes within the Division.