

EDUCATIONAL ASSISTANT INFORMATION FORM
For January Placement Meeting

Name:	Seniority Date:
Present School:	Seniority Tie Breaker (if applicable):

I would like to apply for vacant educational Assistant positions at the following schools and in the following order: (please name specific schools, do not name an "area").

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Comment: _____

I am interested in positions that are:

- only permanent positions only temporary positions either permanent or temporary

Comment: _____

I am interested in positions that are:

- only full time only part time , hours interested in are: _____

Comment: _____

I have the following qualifications: (please check all applicable boxes)

- Educational Assistant Diploma or an acceptable combination of education and experience.
- Experience with children with special needs.
- Experience and training in working with individuals with behavioural difficulties.
- Effective communication skills.
- Demonstrated ability to work well with others.
- A sensitivity to the individual needs of children.
- Valid CPR and First Aid training certificate. Or willing to obtain during trial period, if required.
- Physical fitness and the ability to lift is absolutely essential (including the ability to lift, bend, and carry over 50 lbs.)
- Physical fitness and the ability to lift small children.
- Non Violent Crisis Prevention and Intervention training.
- Knowledge of sign language

I also have the following qualifications: _____

I have medical restrictions that include: _____

_____ no medical restrictions

Other comments on my application for an alternate location: _____

I understand that decisions will be made at the placement meeting on my behalf, and that the placement will be final.

Signature: _____ Date: _____

**Forward both pages of this form to: Wilma Lynch, Senior Manager of Human Resources, Corporate Office, Lindsay
By: no earlier than November 1, 2010 and no later than January 1, 2011**

- You will be informed in writing within 1 week of the placement meeting of your new assignment by a notification to your First Class e-mail address.
- The successful applicant shall be placed on a trial period and, conditional on satisfactory service, the position will be declared permanent for the employee after 3 months, with a three-month extension if it is felt to be necessary. (Article 13.06)
- Educational Assistants that remain surplus after the Placement meeting will be contacted by the Human Resources Department. A bumping meeting in any of the 3 geographic areas may be held after the January meeting in order to complete the recall/layoff process prior to the start of Semester 2.