
OSAP 300.01.2 TEACHER SELECTION

TEACHER CONTRACT AND BENEFITS**INFORMATION APPLICATION FORM FOR LOSA ASSIGNMENT WITH
DND DEPENDANTS SCHOOLS OVERSEAS - TEACHER**

DND Dependants Schools Overseas offers teaching opportunities both in Belgium and the Netherlands military communities. DND Dependants Schools Overseas anticipates filling positions for the coming school year and would welcome receiving your completed information form for a Secondary and Elementary teaching positions by 30 November. Candidates who apply and who are going to be interviewed by phone will be contacted in early January.

INFORMATION REQUIREMENTS

This first page is your check list of information required for consideration for a Loan of Service Agreement as a:

Classroom Teacher: Specialist:

<input type="checkbox"/>	Attach Resume or Curriculum Vitae
<input type="checkbox"/>	Attach clear photocopy of your last teaching evaluation report done within the last three years by your employing school board principal/vice principal and a copy of your current Learning Plan.
<input type="checkbox"/>	Two Professional Reference Letters
<input type="checkbox"/>	Photocopy of Diplomas (ie B.A., B.Ed.)
<input type="checkbox"/>	Photocopy of valid provincial certificate of qualification card, as applicable

UPON BEING OFFERED A LOAN OF SERVICE AGREEMENT WITH DND DEPENDANTS SCHOOL OVERSEAS, THE FOLLOWING DOCUMENTATION WILL BE REQUIRED TO FINALIZE SELECTION PROCESS BEFORE THE LOAN OF SERVICE OFFER CAN BE COMPLETED. UNSATISFACTORY RESULTS IN ANY OF THE FOLLOWING AREAS WILL RESULT IN THE LOAN OF SERVICE OFFER BEING WITHDRAWN.

	Criminal Background Check (CBC) (Photo copy of Board copy)
	Sign a copy of the Confidentiality Agreement (see example "DND Teacher Recruitment")
	Offence declaration and Meet DND Security requirements (see example "DND Teacher Recruitment")
	Meet Education screening requirements for school aged dependants (see example "DND Teacher Recruitment")
	Meet Medical Requirement on behalf of self and accompanying dependants (see example "DND Teacher Recruitment")
Application to be forwarded by mail to: (Do not fax) National Defence Headquarters Attention: DCBA 5-3 / DEM MGen George R. Pearkes Building Ottawa ON K1A 0K2	Courier Address: National Defence Headquarters Attention: DCBA 5-3 / DEM 305 Rideau Street Ottawa ON K1N 9E5

Deadline for application: 30 November

For your records, please remove and retain this page before returning your completed information package

OSAP 300.01.2 TEACHER SELECTION

**DND DEPENDANTS SCHOOLS OVERSEAS
TEACHER INFORMATION REQUIRED FOR
LOAN OF SERVICE AGREEMENT (LOSA) CONSIDERATION**

1. Information may be completed in the official language of your choice
2. Please print
3. Please be specific and complete the entire form

PART I - PERSONAL INFORMATION

Name in Full (Please Print) (Last name, first name and additional middle names)	
Permanent Address	Postal Code
City	Province
Telephone	Area Code and Home phone number: ()
	Area Code and School phone number: ()
School Fax	()
Email Addresses	Home
	School
Language(s) Spoken Other Than English:	
Have you applied to DND Dependants School Overseas in the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRESENT TEACHING ASSIGNMENT

Present Teaching Position:
Name of Principal:
Assignment is at: <input type="checkbox"/> Elementary JrK-Grade 6 <input type="checkbox"/> Middle School Grade 7-8 <input type="checkbox"/> Secondary 9-12- Subjects: _____
Primary Language of Instruction is: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Immersion

EMPLOYING BOARD AND SALARY**Salary Information**

Present Gross Salary: \$ _____ Salary Category _____ Step/Year _____

School Board Information

Name					
Street					
City		Province		Postal Code	
Telephone:	()		Fax:	()	

OSAP 300.01.2 TEACHER SELECTION

PART II ACADEMIC QUALIFICATION					
Certification Province:			Number:		
Type of Certificate:			Permanent Date:		
Special Education Certificate Number:					
Guidance Qualification Date					
UNIVERSITY DEGREES					
Dates Attended	Name and Location of Institution	Major	Minor	Degree Obtained	Year of Graduation
From: To:					
From: To:					
From: To:					
From: To:					
SPECIALIST CERTIFICATES (special training, occupational or other experience)					
Certificate	Issued by	Date Issued	Photocopy included with application	Certification	

PART III. SPECIALIST TRAINING/EMPLOYMENT/WORKSHOPS		
<input type="checkbox"/> Music	<input type="checkbox"/> Curriculum development	<input type="checkbox"/> Special Education
<input type="checkbox"/> French Second Language	<input type="checkbox"/> Computer Technology	<input type="checkbox"/> Early Year Literacy
<input type="checkbox"/> Religious Education	<input type="checkbox"/> Industrial Arts	<input type="checkbox"/> Art
<input type="checkbox"/> Drama	<input type="checkbox"/> Phys Ed	<input type="checkbox"/> Guidance Counsellor
Other Specialist Training:		
Workshops and training attended:		
<input type="checkbox"/> Report Card Software	<input type="checkbox"/> Ontario Report Card Software	<input type="checkbox"/> Phonemic Awareness
<input type="checkbox"/> Guided Reading	<input type="checkbox"/> Higher Order Thinking Skills	<input type="checkbox"/> First Steps Reading and Writing Program
<input type="checkbox"/> Literature Circles	<input type="checkbox"/> Six Traits Awareness	<input type="checkbox"/> Numeracy Training
<input type="checkbox"/> Curriculum Planer	Other:	
<input type="checkbox"/> First Aid Trained - Level:	Date Trained:	
List Educational Software that you use in your day-to-day teaching:		

OSAP 300.01.2 TEACHER SELECTION

PART IV. LANGUAGE SPOKEN AND CAN TEACH

Primary Language English French

Indicate your knowledge of the other official language by checking the appropriate box.
 -NIL -FAIR - GOOD - VERY GOOD - EXCELLENT

Indicate with a check which language you can speak/read/write/teach

Languages	Speak	Read	Write	Can Teach
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dutch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flemish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART V. PREFERRED TEACHING POSITION(S)

Level (s) you are qualified to teach:

Elementary: Early Years: Junior/Senior Kindergarten; Primary: 1-3; Intermediate: 4-6;
 Junior High: 7-8; Secondary: Secondary 9-12

Indicate preferred elementary/middle grade (JrK-8) level you prefer to teach:

First Choice _____ Second Choice _____ Third Choice _____

Indicate preferred secondary subject (9-12) area you prefer to teach:

First Choice _____ Second Choice _____ Third Choice _____

Curricular Areas that you are qualified and prepared to teach

<input type="checkbox"/> Art <input type="checkbox"/> Business Education <input type="checkbox"/> Computer Technology <input type="checkbox"/> English Language Arts <input type="checkbox"/> E.S.L. French: <input type="checkbox"/> Basic <input type="checkbox"/> Immersion <input type="checkbox"/> Guidance/Counselling <input type="checkbox"/> Library Math: <input type="checkbox"/> Applied <input type="checkbox"/> Consumer <input type="checkbox"/> Calculus <input type="checkbox"/> Pre-Calculus <input type="checkbox"/> Other:	Music : <input type="checkbox"/> Band <input type="checkbox"/> Choral <input type="checkbox"/> Other: Performance Arts: <input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> Other: <input type="checkbox"/> Physical Education <input type="checkbox"/> Resource Science: <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science <input type="checkbox"/> General Science <input type="checkbox"/> Physics <input type="checkbox"/> Other:_____	Social Studies: <input type="checkbox"/> Geography <input type="checkbox"/> History <input type="checkbox"/> Social Studies <input type="checkbox"/> Other <input type="checkbox"/> Special Education Other: <input type="checkbox"/> Home Economics <input type="checkbox"/> Industrial Arts <input type="checkbox"/> Vocational <input type="checkbox"/> Other:
---	--	---

PART VIII. PROFESSIONAL DEVELOPMENT

List professional development that you have received in the past five years:

Extra-Curricular Activities:

PART IX ADDITIONAL INFORMATION

Other related experience, special or extra-curricular interests/skills, etc.

PART X PROFESSIONAL REFERENCES

Consent Form

I consent to having DND Dependants School Overseas administrators contact professional references (i.e. Directors of Education, Superintendents of Education, Principals, Professors and/or Teachers) from which additional information may be obtained about recent teaching.

_____	_____	_____	_____	_____
Name	Title	Address	Postal Code	Telephone
_____	_____	_____	_____	_____
Name	Title	Address	Postal Code	Telephone
_____	_____	_____	_____	_____
Name	Title	Address	Postal Code	Telephone

Statement of Certification

The information set forth above for consideration of a Loan of Service Agreement is true and complete.

Date

Signature

Important: To be completed by your Employing Board (Incomplete without signature of a Superintendent/ Director of Education on behalf of the employing board)	
To be completed by a Superintendent/Director of Education on behalf of the employing board	
NAME OF CANDIDATE:	
The above-noted member of our staff, who is a Canadian citizen and in possession of a valid Canadian teaching certificate, has indicated an interest in a two-year loan of service assignment with the Department of National Defence Dependants Schools Overseas. This board is willing to sponsor his/her Loan of Service Agreement should the candidate be accepted for such assignment.	
SIGNATURE	DATE
PRINT NAME	
POSITION WITH BOARD	

PART XI APPLICANT DISCLOSURES

Have you ever been convicted of a criminal offence including an offence under the Criminal Code of Canada, the Narcotics Control Act, The Highway Traffic Act or The Summary Convictions Act for which a pardon has not been received?

Yes No

If yes, please provide details:

Are there currently any outstanding criminal charges against you?

Yes No

If yes, please provide details of the charge:

This application is submitted in good faith and with the understanding that:

A. I, and my accompanying dependants, must be medically cleared for assignment overseas.

B. That school-aged accompanying dependants must be cleared for attendance at the school of the intended posting location.

C. I must be security cleared for assignment overseas.

I certify the statements made by me in this application are true and complete to the best of my knowledge and beliefs and are made in good faith.

Date of Application

Signature of Applicant

**PART XII FREEDOM OF INFORMATION AND PROTECTION
OF PRIVACY & RECORD
DISCLOSURE PRIOR TO EMPLOYMENT****Reference Checks**

The DND Dependants Schools Overseas reserves the right to make a thorough investigation regarding any information relevant to offering a Loan of Service Agreement. DND Dependants Schools Overseas will contact persons or organizations provided by the applicant for the purpose of obtaining job-related information including educational history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for an offer of a Loan of Service Agreement with DND Dependants Schools Overseas. Reference checks will be completed in confidence and information gathered will be retained in confidence by DND Dependants Schools Overseas.

Information Disclosure

- ✓ **Purpose of information collected** is for the purpose of determining suitability, eligibility, or qualifications for a Loan of Service Agreement with DND Dependants Schools Overseas and on-going performance evaluations will be retained in a personnel file.
- ✓ **Legal Authority for the collection** of information: all information collected and retained in accordance with the Freedom of Information and Protection of Privacy Act.
- ✓ **Use of Information: Information** related to staff will be retained in electronic and hard copy files and will be used to legal requirements for allowances, salary reimbursement and benefits, recruitment and selection, and information reporting.
- ✓ **Access to information:** DND Human Resources staff, DND administrators (e.g. Principals, Vice Principals, Directors, Supervisors, teachers, parents, administration staff, lawyers or interview committee) may review information retained in electronic and hard copy files on a need-to-know basis.
- ✓ **Information Security:** Personal information is retained and secured within DND Dependants Schools Overseas offices unless temporarily at an off-site location during the recruitment and selection process.

PART XIII RECRUITMENT OF TEACHING STAFF

Applications are consideration as follows:

- ✓ Screened by DND Dependants Schools Overseas Administrative Staff as to completeness of required information.
- ✓ Reviewed by DND Dependants Schools Overseas School Administrators/Principals.
- ✓ DND Dependants Schools Overseas Selection Committee makes final selections of applicants to be offered a Loan of Service Agreement
- ✓ Those selected may be scheduled for a phone interview.
- ✓ All applying candidates are notified as to the final decision by letter.
- ✓ A confirmation letter, subject to meeting DND Dependants Schools Overseas medical, security and dependent education screening requirements is sent to the successful candidate informing him/her of the terms of the assignment.
- ✓ A Loan of Service Agreement is prepared and sent to the teacher/teacher's employing school board for signature and return.
- ✓ The DND Dependants School Overseas is committed to providing a safe environment for students and staff.

PART XIII. APPLICATION INSTRUCTIONS

In order for your application to be considered, you must included the following items:

- ✓ Completed Information form (including resume)
- ✓ Current year Learning Plan and the most recently completed evaluation done within the last three years by your principal or vice principal.
- ✓ Copy of your Resume
- ✓ Photo Copy qualifications
- ✓ Two letters of reference
- ✓ Photo copy of your valid Teacher's Certificate

Application Form

- ✓ The information form must be completed in its entirety. Do not indicate, "see résumé" in any section of the form.
- ✓ Your signature indicates that information is correct in every detail.
- ✓ Be sure to sign and date your information form.
- ✓ It is your responsibility to notify DND Dependants Schools Overseas if your address or telephone number changes or if for other reasons you no longer wish your application to be considered.
- ✓ A **résumé** provides an opportunity for you to strengthen your application by providing additional information about your experience, interests and abilities.
- ✓ Previous work experience, involvement with children, participation in community activities, leadership experience, and participation in co-curricular activities are examples of information, which you might include.
- ✓ Applications remain "active" **for nine months from date of application.**
- ✓ Candidates who wish to keep their application "active" must complete a new application form **each** year in order to ensure that such items as experience and educational qualifications are current and forward to DND Dependants Schools Overseas by the 30 November.