



**RENFREW COUNTY DISTRICT SCHOOL BOARD
ELEMENTARY OCCASIONAL TEACHERS**

Dear Prospective Elementary Casual/Occasional Teacher

Thank you for expressing interest in teaching with the Board. Your application will be considered in accordance with the screening procedures established between the Board and the Union.

This package includes the forms necessary for you to complete for you to be eligible to do occasional teaching for the Renfrew County District School Board in the elementary panel. This application package can also be found on the Board's website, [www.renfrew.edu.on.ca /Departments/HR/Employment Opportunities](http://www.renfrew.edu.on.ca/Departments/HR/Employment%20Opportunities).

If you have any questions regarding these forms please address your questions to Linda Brumm in Human Resources at 613-735-0151, extension 2243.

Checklist - Did you remember to include or keep the items listed below?

- Criminal Background Check
- Offence Declaration Form
- OCT Certificate of Qualification
- Direct Deposit Form (completed and signed including a voided cheque)
- TD1 and TD1 On Forms (completed and signed)
- OT Federation Form (pink in colour- return to Local President)
- Keep the information sheets (buff in colour)
- Keep the Teacher Tracking Sheet (to be taken with you when you report for duty and signed by Administration, pink in colour)