



TO BE COMPLETED BY THE APPLICANT PRIOR TO FORWARDING TO THE SUPERINTENDENT OF SCHOOLS, AN INDEPENDENT SCHOOL AUTHORITY, OR A FIRST NATIONS COUNCIL.

Title (Mr., Ms., etc.) Date of Birth (YYYYMMDD) Gender M F File/Certificate #: If this is your first application for a BC teaching certificate, please leave this space blank.

Given Names (Please Print) Surname (Please Print)

RECOMMENDATION IS MADE BY THE SUPERINTENDENT OF SCHOOLS, INDEPENDENT SCHOOL AUTHORITY, OR A FIRST NATIONS COUNCIL FOR THE ISSUANCE OF A LETTER OF PERMISSION FOR TEACHING FOR THE PERSON NAMED ABOVE.

Public School District No.: Independent School Authority No.: Name of District, Authority, or First Nations Council:

School Name:

School Address:

Appointment Start Date (YYYYMMDD) Appointment End Date (YYYYMMDD)

I hereby assure the Ministry of Education that:

- I have no knowledge of any facts that would make the applicant an inappropriate person to work with children; and
I am satisfied that the applicant is of good character.

I further assure the Ministry of Education that:

- the position described in this application has been extensively advertised both within the School District/School Authority/First Nations Council and externally;
the School District/School Authority/First Nations Council has been unable to recruit a certificate holder for the position; and
the School District/School Authority/First Nations Council will make provisions for supervising and supporting the uncertified person until a certified qualified teacher can be recruited.

Superintendent, School Authority or First Nations Council Chairperson (Please Print) Signature Date of Signature

Letter of Permission Contact Name (Please Print) Phone Number (with area code) Email Address

# Application for a Letter of Permission

## Employer Form Page 2

Describe the advertising that the School District, School Authority, or First Nations Council has undertaken to seek a qualified applicant eligible for or holding a BC certificate and describe the response received. You must also enclose copies of the advertising. Copies must reflect the dates indicated below.

	Start Date to End Date (YYYYMMDD – YYYYMMDD)	Publications	No. of Responses
Internal Advertising:	/ / - / /	_____	_____
	/ / - / /	_____	_____
	/ / - / /	_____	_____
Public Advertising:	/ / - / /	_____	_____
	/ / - / /	_____	_____
	/ / - / /	_____	_____

Were any of the responses from persons holding valid BC teaching certificates or certified to teach in another jurisdiction? Yes \*  No

If you answered yes, you must submit directly to the Teacher Regulation Branch your rationale for not assigning the certified teacher to this position. The rationale must indicate:

- Name
- Certification Information
- Qualifications
- Professional Experience, and
- Detailed reasons for not hiring the certified teacher

Please describe the school and the community in which the position is situated. Describe any unique circumstances relevant to this application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate the type of position, and explain how the applicant is suitable.

Type:  Elementary      Grade: \_\_\_\_\_      FTE: \_\_\_\_\_ %

Secondary      Grade: \_\_\_\_\_      Subject: \_\_\_\_\_      FTE: \_\_\_\_\_ %

Teacher on Call      Grade: \_\_\_\_\_      FTE: \_\_\_\_\_ %

Suitability of applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LETTERS OF PERMISSION ARE ISSUED ONLY UNTIL THE END OF THE SCHOOL YEAR AND CANNOT BE EXTENDED WITHOUT REAPPLICATION.**