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Substitute Teacher Application Guidelines

- 1) Substitute Teachers hired by the Chinook School Division **MUST HOLD a valid Saskatchewan Teacher's certificate**. If you do not have one you must apply online with the Saskatchewan Professional Teachers Regulatory Board.

Saskatchewan Professional Teachers Regulatory Board
204 – 3775 Pasqua Street, Regina, SK S4S 6W8
Phone: 306-352-2230
Email: general@sptrb.ca

APPLY ONLINE at www.sptrb.ca

You will not be able to substitute teach in our division unless the SPTRB indicates to us that you are qualified for Saskatchewan certification.

- 2) Applicants are required to submit an online **substitute application package** which includes:
 - a. A **cover letter** identifying the position that the candidate is interested in;
 - b. An **updated resume**;
 - c. A **letter of recommendation** or character reference from a supervising teacher or colleague;
 - d. A copy of a recent **teaching appraisal or internship report**;
 - e. An **original transcript** of final university marks and degree(s) attained;
 - f. A **Record(s) of Experience** completed by an authorized person of the employing jurisdiction;
 - g. **Criminal Record Check** (current within 3 months of date of application)
- 3) The application must be submitted online via Applitrack at www.chinooksd.ca (click on Employment Tab) and **APPLY ONLINE**

While all applications are appreciated, only those selected for an interview will be contacted.