



## Yellowknife Education District No.1 Of the Northwest Territories

### Substitute Teacher Application

In order to ensure that your application is processed quickly and efficiently please keep in mind these key factors.

- We require questionnaires to be completed by your listed references. The questionnaires are sent out via fax, email or Canada Post. Please be sure to include one of the following – 1) fax number 2) email address, or 3) complete mailing address. We do not perform reference checks via telephone, so please ensure that the above information is provided.
- You must submit a clear and current criminal records check (issued within the last 12 months), applications submitted without one will not be processed.
- All payroll is processed via direct deposit. Manual pay cheques will not be issued. In order to be set up on our company payroll system, we require that you submit direct deposit information from a Yellowknife bank account that includes one of the transit numbers listed on the attached direct deposit form. Due to the limitations of our payroll software, these are the only transit numbers that can be accommodated by system.

Please ensure you have followed these instructions completely before submitting your application. Incomplete applications will not be processed/considered.

Thank you for your interest in employment with Yellowknife Education District No. 1.

Sincerely,  
Stacey Scarf  
Manager, Personnel Services



## Yellowknife Education District No. 1

# Substitute Teachers

The following are some basic procedures regarding substitute teaching with Yellowknife Education District No. 1.

Article 8.03 of the **COLLECTIVE AGREEMENT BETWEEN THE BOARD OF EDUCATION FOR YELLOWKNIFE EDUCATION DISTRICT NO.1 OF THE NORTHWEST TERRITORIES AND THE NORTHWEST TERRITORIES TEACHERS' ASSOCIATION** states:

- 8.03 A substitute employee shall mean an employee who is not regularly employed by the Board, but who provides service as required on a per diem basis. Substitute employees shall be paid 1/number of days in the school year of the minimum employee salary stipulated in this Agreement according to the school year calendar for fewer than five (5) consecutive days for one (1) employee. Substitute employees working more than five (5) consecutive days for one (1) employee shall be paid 1/number of days in the school year times the substitute employee's appropriate salary on the grid per day, retroactive to day one. The rates above are inclusive of allowances or benefits.

### Documentation to be completed:

- Substitute Teacher Application Form. Please be sure to include complete information regarding references (eg. full names, addresses, fax and email addresses) as well as indicating what grade level(s) you are interested in substituting.
- TD1 Form and NT Personal Tax Credits Return. Used for income tax calculation.
- Direct Deposit Form (along with a void blank cheque). Article 25.02 of the

### **COLLECTIVE AGREEMENT BETWEEN THE BOARD OF EDUCATION FOR YELLOWKNIFE EDUCATION DISTRICT NO.1 OF THE NORTHWEST TERRITORIES AND THE NORTHWEST TERRITORIES TEACHERS' ASSOCIATION**

states:

25.02 Salary payment shall be made by way of deposit to a Yellowknife Financial Institution of the employee's choice.

This means the transit number of your bank must be one of the **transit numbers** used on the direct deposit authorization form.

- If you are a certified teacher, please inquire at the District Office as to the procedures for acquiring proof of experience from your previous places of teaching and also a Teacher Services Evaluation Form. This information is required in order to place you appropriately on the teacher salary grid.

### **Procedure for being placed on the Substitute Teacher List:**

- Complete appropriate documentation (as stated above).
- The District Office will send out "Reference Check" questionnaires to your references. Once these forms have been completed and returned to us, your application will be complete and ready for the approval process. If your application is approved, your information will be placed on the master substitute list which is distributed regularly to the schools.
- You will be notified and sent a list of schools and contact people at each school. It is suggested that you approach these contact people as they are the ones who decide who will/will not substitute in their respective schools.
- The school will phone you regarding substituting. Board Office personnel do not set up subbing for the schools.
- Whenever you substitute teach, you must sign the sub time sheet at the school. If you do not sign the sheet, it will hold up your pay.
- If you wish to be taken off the substitute teacher list, or any information on your application changes, please contact the Board Office.

### **Substitute Pay:**

Pay per day is \$229.85 (teacher sub) and \$187.97 (Educational Assistants). Union dues are 1.3%.

Substitute teachers, with a teaching certificate, working more than five (5) consecutive days for one (1) teacher shall be paid 1/number of days in the school year times the substitute teacher's appropriate salary on the grid per day, retroactive to day one. This includes four per cent (4%) vacation pay.

### **Pay Days:**

Pay for substitute teachers is monthly on the 30<sup>th</sup>/31<sup>st</sup> of each month. If the 30<sup>th</sup>/31<sup>st</sup> is a Saturday, Sunday or holiday, the pay will be in your account on the previous working day.

School substitute payroll time sheets are from the 1<sup>st</sup> of the month to the 31<sup>st</sup> of that month and will be paid on the 30<sup>th</sup>/31<sup>st</sup> of the following month.

If you have any questions regarding the above or any other aspect of substitute teaching, please contact our Board Office at 766-5064.



# Yellowknife Education District No. 1 Of the Northwest Territories

## Substitute Teachers' Application Form

Provision of false information on this application form or support documents constitutes grounds for dismissal.

First / Last Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

City / Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Social Insurance No. \_\_\_\_\_ Telephone Number \_\_\_\_\_

### 1. QUALIFICATIONS

University Training Beyond Secondary School Graduation: \_\_\_\_\_ years.

University	Degree (s)	Last Year of Attendance	Areas of Study

Are you a certified teacher? \_\_\_\_\_ Are you bilingual? (French/English) \_\_\_\_\_

Have you previously been employed by the education district? \_\_\_\_\_

I hold Teaching Certificate # \_\_\_\_\_ from the Province/Territory of \_\_\_\_\_ Type \_\_\_\_\_ Valid to \_\_\_\_\_

Or, I expect to be granted a Teaching Certificate from the Province/Territory of \_\_\_\_\_ Type \_\_\_\_\_

I have had Training/Experience in:

Admin. \_\_\_\_\_ French \_\_\_\_\_ Industrial Arts \_\_\_\_\_ Primary Work \_\_\_\_\_ Art \_\_\_\_\_ Guidance \_\_\_\_\_ Music \_\_\_\_\_ Special Ed. \_\_\_\_\_  
Drama \_\_\_\_\_ Home Ec. \_\_\_\_\_ Phys. Ed. \_\_\_\_\_ ESL \_\_\_\_\_ Auto Mechanic \_\_\_\_\_ Enrichment \_\_\_\_\_

Other (please elaborate) \_\_\_\_\_

### 2. TEACHING EXPERIENCE (begin with most current position; if no experience, please indicate student teaching experience)

From	To	Location	Grade(s)	Subject(s)	Position	Names of Superintendent, Principal, Cooperating Teachers

Present Occupation/Position \_\_\_\_\_

Name and Address of Present Employer \_\_\_\_\_

3. REFERENCES Should include two persons familiar with your classroom teaching and one character reference. A 3-page form will be sent to each of your references to fill out on your behalf. **You must include complete mailing addresses, fax numbers or email addresses.**

Name:	Complete Mailing Address:	Fax Number or E-mail Address:	Position:

4. TEACHING PREFERENCES (list grade level and subject area)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_

5. ADDITIONAL INFORMATION

I agree to undertake the 1½ day Child Abuse Research and Education (CARE) inservice as a condition of employment.

Have you been charged or convicted of an offence under the Criminal Code of Canada?  
 (This does not apply to convictions for which a pardon has been granted) \_\_\_\_\_

I would like to be involved in the following extra-curricular activities/clubs: \_\_\_\_\_  
 \_\_\_\_\_

Comments or other information that you feel may be helpful to us (please comment on your interest in teaching in Yellowknife and your personal interests and hobbies).

"I hereby affirm that the information provided in this application is accurate to the best of my knowledge"

Signature

Date

In order for this application to be considered, the following information must be appended:

1. Your complete resume
2. Copies of your university transcripts. (B.Ed.)
3. A copy of your teaching certificate.
4. Teaching evaluation report(s), student teaching or principal/superintendent report(s).



# Yellowknife Education District No. 1

## Direct Deposit Authorization

Name: \_\_\_\_\_

By my signature below, I am authorizing Yellowknife Education District No. 1 to deposit my payroll directly to the Yellowknife bank and account listed below:

**NOTE: IF THIS IS A CHEQUING ACCOUNT YOU MUST ATTACH A VOID CHEQUE; IF THIS IS A SAVINGS ACCOUNT, PLEASE PHOTOCOPY THE FIRST PAGE OF YOUR DEPOSIT BOOK WHICH SHOWS THE TRANSIT AND ACCOUNT NUMBER.**

**IF THIS IS NOT ATTACHED, THIS REQUEST WILL NOT BE PROCESSED.**

Transit Number Must Be One of the following:

- |                          |                                            |                             |
|--------------------------|--------------------------------------------|-----------------------------|
| <input type="checkbox"/> | Bank of Montreal<br>Account No: _____      | _____ <u>09979-01</u> _____ |
| <input type="checkbox"/> | Bank of Nova Scotia<br>Account No: _____   | _____ <u>10629-02</u> _____ |
| <input type="checkbox"/> | Royal Bank<br>Account No: _____            | _____ <u>09879-03</u> _____ |
| <input type="checkbox"/> | Toronto Dominion Bank<br>Account No: _____ | _____ <u>89989-04</u> _____ |
| <input type="checkbox"/> | C I B C<br>Account No: _____               | _____ <u>02099-10</u> _____ |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Your employer or payer will use this form to determine the amount of your tax deductions.

Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address including postal code		For non-residents only – Country of permanent residence	Social insurance number

**1. Basic personal amount** – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2011, see "More than one employer or payer at the same time" on the next page. If you are a non-resident, see "Non-residents" on the next page.

**10,527**

**2. Child amount** – Either parent (but not both), may claim \$2,131 for each child born in 1994 or later that resides with both parents throughout the year. Any unused portion can be transferred to that parent's spouse or common-law partner. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim \$2,131 for that same child.

**3. Age amount** – If you will be 65 or older on December 31, 2011, and your net income for the year from all sources will be \$32,961 or less, enter \$6,537. If your net income for the year will be between \$32,961 and \$76,541 and you want to calculate a partial claim, get the TD1-WS, *Worksheet for the 2011 Personal Tax Credits Return*, and complete the appropriate section.

**4. Pension income amount** – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.

**5. Tuition, education, and textbook amounts (full time and part time)** – If you are a student enrolled at a university or college, or an educational institution certified by Human Resources and Skills Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$400 for each month that you will be enrolled, plus \$65 per month for textbooks. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time, plus \$20 per month for textbooks.

**6. Disability amount** – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter \$7,341.

**7. Spouse or common-law partner amount** – If you are supporting your spouse or common-law partner who lives with you, and whose net income for the year will be less than \$10,527, enter the difference between \$10,527 and his or her estimated net income for the year. If your spouse's or common-law partner's net income for the year will be more than \$10,527, you cannot claim this amount.

**8. Amount for an eligible dependant** – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be less than \$10,527, enter the difference between \$10,527 and his or her estimated net income. If your eligible dependant's net income for the year will be \$10,527 or more, you cannot claim this amount.

**9. Caregiver amount** – If you are taking care of a dependant who lives with you, whose net income for the year will be \$14,624 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older); or
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$4,282.

If the dependant's net income for the year will be between \$14,624 and \$18,906 and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.

**10. Amount for infirm dependants age 18 or older** – If you support an infirm dependant age 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,076 or less, enter \$4,282. You cannot claim an amount for a dependant you claimed on line 9. If the dependant's net income for the year will be between \$6,076 and \$10,358 and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.

**11. Amounts transferred from your spouse or common-law partner** – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition, education and textbook amounts, disability amount or child amount on his or her income tax return, enter the unused amount.

**12. Amounts transferred from a dependant** – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition, education, and textbook amounts** on his or her income tax return, enter the unused amount.

**13. TOTAL CLAIM AMOUNT** – Add lines 1 through 12.

Your employer or payer will use this amount to determine the amount of your tax deductions.

Continue on the next page ➔

## Completing Form TD1

Complete this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, Employment Insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (such as when the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it and give it to your employer or payer.

If you do not complete a TD1 form, your new employer or payer will deduct taxes after allowing the basic personal amount **only**.

## More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another TD1 form, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another TD1 form, **check** this box, enter "0" on line 13 on the front page and do not complete lines 2 to 12.

## Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

## Non-residents

Are you a non-resident of Canada who will include 90% or more of your world income when determining your taxable income earned in Canada in 2011? If you are unsure of your residency status, call the International Tax Services Office at **1-800-267-5177**.

- If **yes**, complete the previous page.  
• If **no**, **check** the box, enter "0" on line 13 and do not complete lines 2 to 12, as you are not entitled to the personal tax credits.

## Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$10,527, you also have to complete a provincial or territorial personal tax credit return. If you are an employee, use the TD1 form for your province or territory of employment. If you are a pensioner, use the TD1 form for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial TD1 form to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$10,527), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

**Note:** If you are a Saskatchewan resident supporting children under 18 at any time during 2011, you may be able to claim the child amount on Form TD1SK, *2011 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to complete Form TD1SK even if you are **only** claiming the basic personal amount on this form.

## Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2011, you can claim:

- \$8.25 for each day that you live in the prescribed northern zone; or
- \$16.50 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, get Form T2222, *Northern Residents Deductions*, and the Publication T4039, *Northern Residents Deductions – Places in Prescribed Zones*.

## Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or Old Age Security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new Form TD1.

\$

## Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a Registered Retirement Savings Plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

## Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**It is a serious offence to make a false return.**



2011 NORTHWEST TERRITORIES
PERSONAL TAX CREDITS RETURN

TD1NT

Your employer or payer will use this form to determine the amount of your territorial tax deductions.

Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Form with fields: Last name, First name and initial(s), Date of birth (YYYY/MM/DD), Employee number, Address including postal code, For non-residents only - Country of permanent residence, Social insurance number

Main body of the form with 12 numbered sections (1-12) describing various tax credit amounts and a final 'TOTAL CLAIM AMOUNT' section with a box for the result.

Continue on the next page ->

## Completing the Form TD1NT

Complete this form **only** if you are an employee working in the Northwest Territories or a pensioner residing in the Northwest Territories and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, Employment Insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (such as when the number of your eligible dependants has changed);
- you want to increase the amount of tax deducted at source.

Sign and date it and give it to your employer or payer.

If you do not complete a TD1NT form, your new employer or payer will deduct taxes after allowing the basic personal amount **only**.

## Will you have more than one employer or payer at the same time?

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1NT for 2011, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1NT, enter "0" on line 12 on the front page and do not complete lines 2 to 11.

## Total income less than total claim amount

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

## Additional tax to be deducted

If you wish to have more tax deducted, complete the section called "Additional tax to be deducted" on the federal Form TD1.

## Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a Registered Retirement Savings Plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

## Forms and publications

You can get forms and publications at [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms) or by calling 1-800-959-2221.

## Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**It is a serious offence to make a false return.**