

The personal information requested on this form is collected under the authority of the *Independent School Act*, Section 7.6 (2) and will be used for the purpose of processing applications for employment history of a potential employee. The disclosure of this information is subject to the provision of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use or disclosure of this information, please contact the Privacy and Records Management Branch, Ministry of Education, PO Box 9144 Stn Prov Govt, Victoria, BC V8W 9H1 phone: 250-356-7508, fax: 250-387-6315 or email: [educ.information.privacy@gov.bc.ca](mailto:educ.information.privacy@gov.bc.ca)

**THIS FORM IS TO BE COMPLETED BY THE PROSPECTIVE EMPLOYER**

**PROSPECTIVE EMPLOYER (AUTHORITY/BAND/BOARD OF EDUCATION) INFORMATION**

Authority/Band/District Code		Name of Authority / Band / Board of Education	
Name of Authority Member / Band Chairperson / Superintendent			
Mailing Address of Authority Society / Band / Board of Education			
City		Province	Postal Code
Telephone ( )	Email		Business BCeID
School Name		Telephone Number ( )	

**PROSPECTIVE EMPLOYEE for whom employment history is requested**

First Name		Surname	
Middle Name	Previous Surname (Maiden/Other)		Birthdate (mm/dd/yyyy)
Mailing Address			
City		Province	Postal Code
Telephone Number ( )	Email		IS Teaching Certificate Number

**THE PROSPECTIVE EMPLOYER (Authority, Band, or Board) DECLARES THAT:**

- the person on whose behalf this employment history application is requested is a teacher whom the Authority, Band or Board is considering for employment, and
- the information obtained will be kept confidential and only used for verifying the potential employee's employment history, and
- the above information is correct.

Prospective Employer Signature	Position of Authority	Date (mm/dd/yyyy)
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**Please Submit Form To:**  
Ministry of Education, Office of the Inspector of Independent Schools  
PO Box 9153 STN PROV GOVT, Victoria BC V8W 9H1  
Phone: (250) 387-5460 Fax: (250) 953-4908