



# Selection Process Consent and Authorization Form

**Thank you for considering the York Region District School Board as a potential employer. The hiring and promotion of staff at the York Region District School Board is based on the following principles: Accountability; Equity/Accessibility; Consistency; and Efficiency.**

**York Region District School Board is committed to fair and equitable employment and promotion practices, ultimately providing a workforce which both reflects the population within its boundaries and responds to its diverse needs. The procedures which support this policy provide specific processes for a consistent and unbiased approach to hiring and promotion practices for all employees.**

As part of all York Region District School Board's hiring processes, candidates should be made aware of the following:

- ♦ All information obtained is used and retained to determine the suitability, eligibility and qualifications of the candidate for a position with the York Region District School Board in accordance with the *Education Act* and other applicable legislation.
- ♦ If a candidate has general questions about the nature of the information sought, the candidate may contact the Manager, Recruitment and Retention in Human Resource Services at (905) 727-0022 extension 2878.
- ♦ Feedback is not provided to external candidates.

**For those candidates who are successful in the hiring process, the following will apply:**

- ♦ It is the practice of the York Region District School Board to check references, including the most recent employer.
- ♦ Any false information provided by the successful candidate will result in future termination.
- ♦ As a condition of employment and prior to commencing employment with the York Region District School Board, all successful candidates will be required to provide a Police Vulnerable Sector Check specifically obtained for the York Region District School Board from the police jurisdiction in which you reside (obtained within the last six months).
- ♦ York Region District School Board reserves the right to request applicants to provide additional information with regard to this application for employment.
- ♦ Any and all costs incurred by the candidate to obtain documentation will be the responsibility of the candidate.
- ♦ All information submitted becomes the property of the York Region District School Board and will not be returned.
- ♦ Candidates must be legally entitled to work in Canada.
- ♦ For some positions, in order to meet the various training and work location transfer requirements, regular access to transportation may be necessary and, as such, will be indicated.

**For Teachers:**

- ♦ Prior to being granted a position, successful candidates will be required to provide documentation stating they are currently a registered member in good standing with the Ontario College of Teachers, as per the *Education Act*.
- ♦ If the candidate is an experienced teacher, copies of performance appraisal documents will be requested from the board where the candidate is/was employed.
- ♦ Candidates must disclose whether they are currently under investigation by the Ontario College of Teachers.

**For Support Staff (Educational Assistants, DECE, Caretakers, Clerical):**

- ♦ As a condition of and prior to commencing employment, successful candidates will be required to participate in a one-day mandatory pre-employment training session. Attendance at these sessions is non-compensatory.

### ***Candidate's Statement of Acceptance***

I certify that all information provided in my application(s) and all statements made by me for employment are true and accurate to the best of my knowledge and belief and I hereby authorize the York Region District School Board to investigate any statements made in my application for employment. I understand that any misrepresentation, falsification or omission of facts may justify my dismissal.

I authorize the York Region District School Board to obtain personal employment information, whether that information is positive or negative, from my current and/or previous employers and from any other persons I have listed as references. I understand that this information is being collected to assist in determining my suitability, eligibility and qualifications for employment with the Board. I authorize the Board to request additional information that may be necessary for my application.

I further authorize the York Region District School Board to use the information contained herein or attached hereto for its administrative purposes, and if employed, may transfer and use such information as part of my employee file. All information becomes the board property and will not be returned.

By participating in the hiring process (practicum/interview) you are therefore, agreeing to the terms outlined and understand the requirements and conditions of employment if offered a position with the York Region District School Board.

