



## New Teacher Checklist

The purpose of this checklist is to help new teachers to our District, both contract and substitute, to ensure we have all the correct information when it is time to setup up Personnel and Payroll files. When following this checklist, this will enable the Human Resources and Payroll Departments to have all personal, educational and financial information. The following information is required by Red Deer Public Schools for new teachers hired on contract or the substitute list:

- **Red Deer Public Schools Application form, resume, including references**
- **Social Insurance Number, Birth Date and Void Cheque**
- **Valid Alberta Teaching Certificate (or Letter of Authority for new graduates)**  
(apply at [http://www.education.gov.ab.ca/k\\_12/teaching/Certification/](http://www.education.gov.ab.ca/k_12/teaching/Certification/))
- **Verification of Previous Teaching Experience**  
(If you have previously taught on contract with other school boards in Alberta, please contact Human Resources for a Verification form or submit documentation from the previous school board, stating number of days, years experience along with the FTE)
- **Teacher Qualification Statement (TQS)**  
(Statement of educational training. Contact the Alberta Teachers' Association at 1-800-232-7208)
- **Criminal Record Check**  
This can be obtained at the local RCMP or police station. A current criminal record check is a condition of employment with Red Deer Public Schools. **Please note**, the local police and RCMP charge 25.00 for the check, which is not refundable by the District. Please send original. A copy will be placed in your file and the original returned.
- **Child Welfare Check (Child Intervention Check)**  
This can be obtained from the Provincial Child Welfare office. There is no fee for the check and it will be mailed to your home address within 10 business days.