

Dear Applicant,

Thank you for your interest in teaching in our Adult Academic Services program. Before you fill out your application please read the following information concerning our program:

The mandate of Adult Academic Services is to provide educational opportunities to students by offering instruction from Grades 10 through 12, under the guidelines of Alberta Education.

Our aim is to create a student-centered learning environment that is both flexible and supportive of adult students' educational needs and the achievement of their individual goals.

Adult Academic Services has been designed to meet the needs of adult students who for any number of reasons require high school credit courses. Teachers in this program must have a valid Alberta Education Teaching Certificate.

Adult Academic Services offers those courses which adult students demand. It is sometimes difficult to know where and when teachers will be required. Teaching assignments with Adult Academic Services are only offered on a semester basis. Permanent full-time employment is not available.

Preference will be given to applicants who:

- are adaptable to meet the needs of both adult and adolescent students.
- have had successful secondary teaching experience in the subjects requested.
- are familiar with current curriculum and teaching and learning approaches.

If you feel you meet the basic requirements, please fill in the enclosed application and submit it with the required documents to our office, c/o Alice Dicer at the address indicated above.

Policy 4027.4 requires that applicants WHO ARE OFFERED EMPLOYMENT provide a security clearance. The cost of the security clearance will be at the applicant's expense.

All applications will be thoroughly reviewed, though we are able only to respond to those selected for interviews. We sincerely thank all others for their interest.

John Fischer
Principal, Adult Academic Services
777-7272 ext 2424

ADULT ACADEMIC SERVICES

Application to Teach

Date: _____

I Personal Information

Mr.
 Mrs.
 Ms.
 Miss

Family Name: _____ First Name: _____

Address: _____ Postal Code: _____

Telephone
Res: _____ Bus: _____

Email Address: _____

Place of Employment (*Name of school or current employer*): _____

II Areas of Expertise

Subject Preference	
	Subject
1	Level
2	
3	

Pertinent Subjects Taught Within Last 3 Years	
	Subject
1	Level
2	
3	

III Availability to Work

I am available

Morning
 Afternoon
 Evening
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday

Summer School
 AM Class
 PM Class

Preferred number of classes to teach _____

IV Education

Institution	Degree/Diploma	Areas of Specialization	Number of University Courses Taken in Each Area

V Professional Objectives

1. Short and long term teaching plans: _____

2. Reasons for wanting to teach for Adult Academic Services: _____

VI Teaching Experience

	Employer	Responsibilities	Date
1			
2			
3			
4			
5			

- **Résumé including reference(s)**
- **A photocopy of your teaching certificate**
- **A photocopy of your degree(s)**