



NOTICE OF APPLICATION
Office of Public School Trustee – Milton Wards 1, 6, 7 & 8

Complete, date and sign this form, and submit with all attachments (see over) addressed to: Director of Education and Secretary to the Board/ "Trustee Application"

via email: director@hdsb.ca;
or fax: 905-335-4447;
or post to: Halton District School Board, PO Box 5005 STN LCD 1, Burlington, ON L7R 3Z2;
or by hand: JW Singleton Centre, 2050 Guelph Line, Burlington, ON L7P 5A8

Completed applications with attachments must be received by 4:30 p.m. on THURSDAY, JULY 12, 2018

DECLARATIONS:

I hold the required qualifications for the position of public school trustee.*

- Public School Supporter, Canadian citizen, Resident of Halton Region, 18 years of age or older

* The applicant's proof of qualification (copies only, do not submit originals) must include proof of public school support (e.g. property tax bill), proof of Canadian citizenship (e.g. Canadian passport, birth certificate), proof of age (e.g. Canadian passport, driver's license) and proof of residency (e.g. property tax bill, driver's license). Please redact any personal information not required for verification.

I declare the following to be true.

- I have not been convicted of any indictable offence in Canada or the United States.
I am not an employee of any school board.
I understand my name and address will be distributed through the Board's public agenda, that the Notice of Application form will be a public document, and that the Board reserves the right to post this information and the attached resume on its website.

CONTACT INFORMATION:

Form with fields for Name, Address, City/Town, Province, Postal Code, Home Phone, Cell Phone, and Email Address.

Information on this form is collected for the purposes of administering all activities related to the consideration of applications for the position of school trustee with the Halton District School Board (HDSB) pursuant to S.221 of the Education Act. Questions with respect to this collection may be addressed to the Director's Office, Halton District School Board, PO Box 5005 STN LCD 1, Burlington, ON L7R 3Z2 or 905-335-3663 ext. 3296.

I understand that it may be necessary for the HDSB to consider my application in a public meeting under the provisions of the Education Act, and that personal information I have submitted as part of my application may therefore be disclosed publicly, both in such a meeting and in the agenda made available to the public prior to any such meeting. I consent to the disclosure of my personal information for the purposes of considering my application for school board trustee.

Dated this ___ day of June 2018 Candidate Signature

APPLICATION PROCESS – PLEASE READ CAREFULLY:

1. All applicants must complete, date and sign this standard application form (see over). Attached must be:
 - The applicant's resume explaining why he/she should be the successful applicant for the position of Milton Wards 1, 6, 7 and 8 Trustee, outlining his/her commitment to public education as reflected in involvement in HDSB public schools or on HDSB committees, and including relevant qualifications, interests, experience and background.
 - The applicant's proof of qualification (copies only, **do not submit originals**). Examples of "proof of qualification" include a property tax bill, Canadian passport, or other documentation proving residency. Please redact any personal information not required for verification of qualifications.
2. All completed applications with attachments must be received by **4:30 p.m. on Thursday, July 12, 2014.**
3. Confirmation of receipt of this application will be sent to the email address indicated on this application form, by or before 12 p.m. (noon) on Friday, July 13, 2018.
4. The Office of the Director of Education will verify qualifications of applicants prior to 12 p.m. on Friday, July 13, 2018. Applicants whose qualifications cannot be verified will be notified immediately at the email address indicated on this application form.
5. All qualified applicants will be invited to participate in interviews scheduled from mid-afternoon to early evening on Tuesday, July 24, 2018 to Friday, July 27, 2018. Interview appointments will be scheduled with the candidate via the email address provided on the application form.
6. Applicants will be interviewed by a committee of the Board of Trustees in public, and any trustee who participates must be present for all interviews.
7. Interviews and deliberations will be conducted in public, therefore names and addresses of all applicants will be recorded in a report to the Board in public session. The Notice of Application form will be a public document. The Halton District School Board reserves the right to post this information and the attached resume on the Board's website.
8. The successful applicant will be announced following the final round of interviews, after due consideration of the Board of Trustees in public, confirmation of the candidate's qualification, and after contacting the successful candidate and confirming their acceptance.
9. The successful applicant will be sworn in to office during the public meeting of the Halton District School Board, scheduled for Wednesday, September 5, 2018.

Note: under Section 219. (1) of the Education Act,

"A person is qualified to be elected as a member of a district school board or school authority if the person is qualified to vote for members of that district school board or that school authority and is resident in its area of jurisdiction. 1997, c. 31, s. 112."

Disqualifications are outlined in Section 219 (4) of the Education Act.

The Halton District School Board recognizes the principles and intents contained in the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code for the Province of Ontario and believes every person has a right to equitable treatment with respect to the educational process, or service and employment within the Halton District School Board without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partnership status, family status or disability. We will make any reasonable accommodations, based on any of the human rights protected grounds, to support candidates to participate in the hiring process. We will also provide employment accommodations (i.e. an accessible location) if we are advised of an applicant's needs in advance of any part of the selection process.