



Algoma District School Board

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CHAIR
Jennifer Sarlo

DIRECTOR OF EDUCATION
Lucia Reece

INTERNAL APPLICATION FORM
Job Postings/Vacancies for Plant & Clerical Employees

Date: _____ **Employee Name:** _____

Posting#: _____ **ID#:** _____

School: _____ **Position:** _____

Please add below any new or relevant skills you have obtained/developed that pertain to this posting:

Certificates

Degrees

Additional Information:

Note: This form must be used to apply for any positions or vacancies. Other forms of Applications on scrap paper, phone calls or other methods will not be considered.

Please forward proof/copies of any new skills or qualifications to be added to your personnel file. This should be done periodically throughout the year.

Thank you.

Signature

Date