



Ministry of
Education and
Child Care

**Verification of
Employment Form**

For each B.C. teacher certification applicant who has held educational positions in the last ten years, the Ministry of Education and Child Care requires each employer (school district or independent school, if applicable) to verify the employment of the applicant. We request that the applicant complete the first section of the form and then forward the form to the employer to enter the remaining information.

TO BE COMPLETED BY APPLICANT

School/District No. School/District Name
(if applicable) or Employer Name: _____

Applicant Surname: _____ Applicant
Birth Surname: _____

Applicant Given Names: _____

Position: _____ Certificate No.
(if applicable): _____ Date of Birth
(YYYY/MM/DD): _____

TO BE COMPLETED BY EMPLOYER

Primary language of instruction: French _____ English _____ Other _____

Dates of Employment (YYYY/MM/DD)	Type of Employment	Full-time Equivalent	Grades and/or Subjects Taught
e.g., 2017/09/01 to 2018/01/31	Full time	1.00	Grade 4/5
e.g., 2019/04/01 to 2020/05/31	Part time	0.75	Social Studies 8-10

	School Year(s) (List each year separately)	Number of Days
Teacher on Call	e.g., 2012/2013	76 days



TO BE COMPLETED BY EMPLOYER

1. Based on your records, were there any concerns about the applicant's conduct or competence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Was the applicant's employment ever terminated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Was the applicant ever the subject of an investigation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Was the applicant ever reprimanded or suspended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Did the applicant ever resign or agree to a settlement to avoid an investigation or disciplinary action relating to their conduct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name of Personnel Officer:

Title/Position:

Email Address:

Phone Number:

Name of School/District or Employer:

Date:

INSTRUCTION FOR EMPLOYER – Please submit the completed form directly to trb.certification@gov.bc.ca.

September 2020/June 2023