



Thames Valley District School Board Application for Occasional Teaching by Retired Employee

Employee Information

First Name	Last Name
Phone Number	Personal Email Address
Employee ID	OCT Registration Number
Date of Retirement (mm/dd/yr)	Resignation Date within the past 6 months
	Yes / No (circle one)

Documents Required for Submission

- Completed application form **inclusive of Principal endorsement**

- A copy of most recent teacher evaluation

- Proof of Completion of Annual Offence Declaration/WHMIS Review/IT Security Declaration
OR
**Criminal Record Check including Vulnerable Sector
(applicable if beyond 6 months of retirement)**

- Proof of OCT in Good Standing

I hereby submit my interest to the TVDSB to be added to the Occasional Teacher Roster. I confirm that my employer has confirmed acceptance of my resignation without condition, and I have paid any applicable gratuity.

Signature: _____

Date: _____

I hereby endorse this application to the Occasional Teacher Roster.

Principal Signature: _____

Date: _____

For Human Resources Use Only

HRS Approval

OTE / OTSSignature:

Date: _____

Clare MacMillan, Acting Staffing Supervisor

***Please submit completed application to Jessica Grison Roeder (j.grisonroeder@tvdsb.ca) and Shauna Patrick (s.patrick@tvdsb.ca)**