



PROCEDURE: Supply List (general information)

PRO-HR/S22-008

1. **Anyone** wishing to apply to ESSB must send their application to job.opportunity@essb.qc.ca.
2. If it is a person wishing to place their name on the list of supply (teachers or support staff), please submit all the required document as described below.
Note: The supply list will be renewed **each school year**, so people wishing to be part of it from one school year to another will have to send their request again when it comes to a new school year.
3. **Required documentation**
 - **TEACHERS/ RETIRED TEACHERS**
 - Completed Teacher Supply Form
 - Resume
 - Birth certificate
 - **PDF Copies** of all diplomas or certificates from High School, College, and University
 - All **official transcripts** from High School, College and University
 - Completed Equal Access Form
 - Completed payroll forms "Direct Deposit & Payroll Information"
 - Completed confidentiality form**Note:** Please note that your name will be added on the teacher supply list only when we will receive all the required documents. A Bachelor's degree is required in order to be placed on the official teacher supply list. The candidates with less a bachelor degree will be on the unofficial supply list.
 - **SUPPORT STAFF**
 - Completed Support Staff Supply Form
 - Resume
 - Birth certificate
 - Copies of all diplomas or certificates from High School, College, and University
 - Copies of all official transcripts from High School, College and University
 - Completed Equal Access Form
 - Completed payroll forms "Direct Deposit & Payroll Information"
 - Completed confidentiality form
 - If applicable, attestation of relevant work experience from previous employers (including job title, tasks, duration of employment, hours worked)
 - If applicable, a valid first aid certificate
4. **Order to follow – Teachers Supply List**
The following order must be respected regarding the names on the supply list:
 - 1- **Official list:** candidates with a valid Quebec teaching permit
 - 2- **Official list:** candidates with university degrees
 - 3- **Unofficial list:** candidates with less than a bachelor degree (to be used only when the official list has been exhausted).**Note:** The school support staff are not eligible to be on the teachers supply list. The school support staff are to be used for supply teaching in emergency situations only with authorization from Human Resources.
5. **Other Important Information:**
 1. The updated list will be sent regularly to the secretaries and principals.
 2. The postings and the forms are available under the Career tab on the ESSB website, under Occasional/Temporary/Substitute.
 3. **Retired Teachers** from other school boards: confirmation letter of retirement, teaching experience letters, teaching permit, attestation of schooling, PDF copies of all diplomas and transcripts.
 4. References must be taken for everyone including employees of the organization who have not work in the last two (2) years
 5. Criminal Record Verifications will be taken for everyone including employee of the organization who have not work in the last year.