



## Education Assistant (EA) Training Program Application Checklist

Please submit the following documentation along with this checklist by email to:

[online@sd62.bc.ca](mailto:online@sd62.bc.ca)

Documentation Required		✓
1	<p><b>Application Form</b></p> <ul style="list-style-type: none"> <li>• Applications Forms must be <u>fully completed</u> and include all required documentation in order to be reviewed</li> </ul>	
2	<p><b>Letter of Intent</b></p> <ul style="list-style-type: none"> <li>• Letter of Intent needs to describe why you would be an excellent candidate for the EA Training Program and what your intensions are for after the EA Training Program</li> </ul>	
3	<p><b>Resume</b></p> <ul style="list-style-type: none"> <li>• Resume must include education and work experience as well as your current contact information</li> </ul>	
4	<p><b>Two Reference Letters</b></p> <ul style="list-style-type: none"> <li>• Two (2) Reference Letters must be provided to support your suitability to work with children and/or your experience working with children</li> </ul>	
5	<p><b>Proof of 20 hours of volunteer or paid experience working with children</b></p> <ul style="list-style-type: none"> <li>• Preference given to applicants who have demonstrated work with children with diverse needs. Time with own children is not considered as experience</li> </ul>	
6	<p><b>Evidence of Completion of Grade 12 or equivalent</b></p> <ul style="list-style-type: none"> <li>• Evidence of Completion could be in the form of transcripts or record card</li> </ul>	
7	<p><b>Eligibility to Study/Work in Canada</b></p> <ul style="list-style-type: none"> <li>• If applicable, provide a copy of your valid work or study permit</li> </ul>	
8	<p><b>Receipt for Criminal Record Check (CRC) Consent</b></p> <ul style="list-style-type: none"> <li>• The cost of a CRC is the responsibility of the applicant and the receipt for the CRC must be provided as part of the application. If you are currently an SD62 employee, please let us know. A CRC must be completed through the Criminal Records Review Program and SD62 must obtain clearance of your CRC prior to commencing the EA Training Program:               <ul style="list-style-type: none"> <li>○ Online Link: <a href="https://justice.gov.bc.ca/eCRC/">https://justice.gov.bc.ca/eCRC/</a></li> <li>○ Access Code: V5DYRPCW3Z</li> </ul> </li> </ul>	