



Maskwacis Education Schools Commission



Personnel Request Form

Instructions:

1. Use the spaces below to fill the appropriate information. If this is for a change to an existing employee only complete the the items that have changed.
 2. For a new Support Staff position, please attach the job description using the required template.
 3. To submit the form, copy this document and e-mail it to sanilamehal@maskwacised.ca.
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Site

- EHPEWAHAPAHK ALTERNATE SCHOOL
- ERMINESKIN KINDERGARTEN SCHOOL
- ERMINESKIN ELEMENTARY SCHOOL
- ERMINESKIN JR SR HIGH SCHOOL
- GRACE MARIE SWAMPY MEMORIAL PRIMARY SCHOOL
- KISIPATNAHK SCHOOL
- MASKWACIS OUTREACH SCHOOL
- MESKANAHK KA NIPA WIT SCHOOL
- MIMIW SAKAHIKAN SCHOOL
- NIPISIHKOPAHK ELEMENTARY SCHOOL
- NIPISIHKOPAHK SECONDARY SCHOOL
- CENTRAL OFFICE
- FOOD SERVICES
- FACILITIES

Employee's Supervisor: _____

Assignment: _____

Employment Status Recommended:

- Continuing
- Temporary (who is on leave this person will replace)
- Term
- Full-time
- Part-time

Position Required:As soon as possible

- Within one month

- Within 6 months
- Within one year

Budget Cost: _____

Other Information:

Submitted by: _____

Date: _____

PEOPLE SERVICES BRANCH USE ONLY:	
<input type="checkbox"/>	Request Approved
<input type="checkbox"/>	Request Denied
	Comments _____
Date	_____
Signature	_____