

# APPLICATION FOR A LETTER OF PERMISSION

On behalf of .....  
(name of school board)

a Letter of Permission is requested in order to employ

.....  
(name in full)

to teach ..... in the ..... division  
(elementary subject[s] or secondary course title and course code)

at ..... school,

from ..... 20 ..... to ..... 20 .....

Closing date of the competition for the position: ..... 20 .....

## DECLARATION

I hereby declare that the school board has complied with Ontario Regulation 142/08, "Letters of Permission", made under the Education Act, and that the following requirements have been met:

- No teacher has applied for the position *or* no teacher who applied for the position has accepted it.
- The board has publicly advertised at least once the position referred to in this application in *one* of the following ways:
  - An advertisement was published in a daily newspaper that has provincial circulation in Ontario for at least three days, and at least one of those days was within the five days before the closing date of the competition for the position.
  - An advertisement was published on a publicly accessible website that is approved by the Minister for at least ten days, and it was not removed before the closing date of the competition for the position.
- Every day that the advertisement appeared was within the thirty days before the closing date of the competition.
- The individual named in this application meets the following requirements:
  - He or she is eighteen years of age or older, and holds an Ontario Secondary School Diploma, a Secondary School Graduation Diploma, or a Secondary School Honour Graduation Diploma, or the equivalent.
  - He or she is not and has never been a member of the Ontario College of Teachers.
  - He or she has given the board a written statement that any teaching certificate or licence granted to him or her by another jurisdiction is not cancelled, revoked, or suspended for any reason other than for failure to pay fees or levies to the governing body.
- The board has conducted the following background checks of the individual named in this application:
  - The board has collected "a personal criminal history", as defined in Ontario Regulation 521/01, "Collection of Personal Information," made under the Education Act.
  - The board has conducted a check of the professional references of the individual, and is satisfied with the results.

In addition, I declare that the board has reviewed its list of occasional teachers, and has not identified an available or willing candidate for the position.

.....  
Date Director of education or secretary of the board or supervisory officer of the school authority

### FOR MINISTRY USE ONLY

A LETTER OF PERMISSION IS HEREBY GRANTED

Date .....  
.....  
(name)  
Minister of Education or delegate