



**APPLICATION FOR IN-PROVINCE TEACHER
EXCHANGE NOVA SCOTIA**

FOR THE SCHOOL YEAR ____ TO ____

**DEADLINE FOR APPLICATIONS:
POSTMARKED NO LATER THAN JANUARY 31**

I. PERSONAL

Name in Full _____

Street Address _____

City _____ Postal Code _____

Date of Birth _____ Home Phone _____

Professional # _____ E-Mail _____

Family Members To Accompany You:

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

II. THE SCHOOL

Name and Address and Telephone Number of Present School

School Board _____

Name of Principal _____

III. QUALIFICATIONS

(a) Please attach a current curriculum vitae.

(b) Teacher's Certificate held _____

IV. EXPERIENCE

Number of years teaching experience to date: _____

From	To	School Board	Type of School (Elementary, etc.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

V. THE POSITION

(a) Grade(s) and subject(s) being taught this year:

(b) I am prepared to teach classes and subjects corresponding to the following:

Grade(s) _____

Subject(s) _____

(c) After consulting my principal, I understand that the exchange teacher will be required to teach the following classes and subjects:

Grade(s) _____

Subject(s) _____

VI. SPECIAL ABILITIES

(a) Please indicate if you have special training or interests in school sports, music, drama, etc.

(b) Work experience that you think might be relevant:

VII. ACCOMMODATIONS

To complete exchanges it is usually necessary to exchange accommodations.

- (a) Do you agree to exchange accommodations with your exchange partner?
Yes _____ No _____

If Yes, under what (if any) conditions:

- (b) I live in:
Detached House _____
Apartment _____
Other(Specify) _____

- (c) My accommodation is:
Owned _____
Rented _____

- (d) My accommodation is shared:
Yes _____ No _____

- (e) Number of rooms available _____

- (f) Number of bedrooms available _____

- (g) Any additional information about the accommodations that might be relevant:

VIII. PERSONS TO BE NOTIFIED IN CASE OF EMERGENCY?

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____

IX. PROPOSED EXCHANGE: LIST IN ORDER PREFERRED SCHOOL BOARD FOR THE EXCHANGE:

FIRST CHOICE School Board _____

SECOND CHOICE School Board _____

THIRD CHOICE School Board _____

X. REMARKS (ANY ADDITIONAL INFORMATION, WHICH WOULD ASSIST IN MAKING AN EXCHANGE)

PLEASE ATTACH A CURRENT CURRICULUM VITAE.

I certify that all the information provided herein is true and correct to the best of my knowledge and belief.

Signature of Applicant: _____ Date: _____

Conditions:

1. Exchangees will remain in the employ of their own School Board and will continue to have their salaries remitted to them while on exchange. They will, therefore, continue to be subject to their normal taxation, pension and benefit contributions, and will retain their rights and privileges as employees of their School Board.
2. Notwithstanding Condition I above, exchangees shall acquaint themselves with conditions of employment of the host School Board, and shall agree to abide by same. In the event of a disagreement concerning the conditions of employment, the exchangee shall be bound by the decision of the Supervisory Committee.
3. The applicant must be genuinely interested, fully intend to accept an exchange if a suitable one is offered, and be able to adapt to conditions in the new environment. The applicant must be able to furnish a medical certificate to the effect that the applicant is in good health and free from any condition likely to impair the applicant's mental or physical activity as an exchangee.
4. Exchangees will be encouraged to exchange living accommodations with their counterparts, but all travel and living accommodation arrangements and costs are solely the responsibility of the exchanging teachers.
5. The applicant must agree to return to the School Board from which the applicant came for a full year after service in the other School Board.
6. The term of the exchange shall be one (1) year.
7. Exchanges are organized on a position-to-position basis, and the exchange cannot occur without the approval of the two (2) School Boards concerned.
8. The exchangee is guaranteed the exchangee's original position subject to the provisions of the Local Agreement upon return to the employing School Board.
9. The exchangee must possess a valid teacher's certificate.

I certify that I have read and understand the Exchange Conditions.

Signature of Applicant: _____

Date: _____

Suggestions

- Use *The Teacher* to identify possible exchange partners. (See Classified section of *TheTeacher* for examples)
- Please notify the committee if you have discussed an exchange with a colleague.