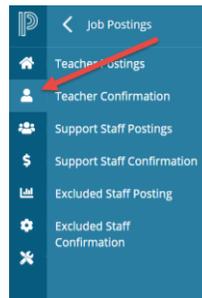


HOW TO APPLY TO A POSTING:

This document will show you how to look for and apply for current job postings, using Job Posting Web.

Once you have logged on, go to My Info > Job Postings then select the applicable category of postings (e.g. Teacher Postings).



The online application form will appear.

The Online Application:

- Take your time and be as accurate and detailed as possible so that you will have the best possible chance to obtain positions in which you apply for.
- Principals/Managers have the ability to view and print this application form.
- Please note you will only need to create your on-line application form once.
- **Click on the **SAVE** button at the bottom of the screen every 15 minutes to avoid any loss of data.**
- Your application is now saved online.
- You may update your online application at any time.
- The on-line application form may vary from teacher to support employee categories

You can change your application information at any time.

Once your application is updated, click Current Postings at the top right of the window to browse for open jobs. The Search for Postings screen will appear.

Job Posting: Search For Postings

Select the desired School Year and Posting Round and then identify how you want the available postings listed. Press the Start Search button to view the postings

School Year

2017-18 ▼

Posting Round

Teaching ▼

Summarize Postings

Location
 Position
 No Summary

[Start Search](#)

Job Posting search results will list all postings.

Job Posting: Posting Search Results

These are the summarized current postings that matched your search criteria.
Click on one of the links below to view the individual postings.
Click the Check Out button to complete the application process.

School	Number of Postings
Test Location	1

[Complete Application](#)

The Apply for Postings screen appears. You can view details of the posting by clicking on the posting number.

Job Posting: Apply For Postings

School Year: 2018-19 Teaching

Click on the Posting Number field to view the requirements and unique position descriptors for this position, then click on the Apply box of the postings you wish to apply for. You can withdraw from a posting by removing the checkmark in the Apply box. Next, click the Apply button to save your new selections and return to the Posting Search page. 

Please note: the closing time for all postings is: 16:00

Postings For Test Location

Apply	Status	Posting Number	Posting Description	Posting Date	Closing Date
<input checked="" type="checkbox"/>	Open	T1801600	French Immersion Teacher	09-Oct-2017	12-Oct-2017 16:00

The Posting detail pop-up window appears with more details on the position.

Once you have read the description for the posting you may click on the **CLOSE** button.

You can apply for any other postings listed on this screen by clicking the check box under the Apply column. You can apply for multiple positions by clicking the check box of each position you wish to apply for.

When you are ready, click the Apply button.

Click the Reset button to restore the original checkmarks in the Apply column. You will then need to reselect the postings you wish to apply for.

After clicking Apply, the Application Review screen appears. At this point you can review the postings you have applied on today, plus previous applications you have made. If this looks correct, then click Complete Application.

Job Posting: Application Review

School Year: 2018-19 Teaching

Confirm that this information is correct. You can withdraw from a posting by removing the checkmark in the Apply box. 

To apply for more postings click the Return to Postings button. Otherwise click the Complete Application button to complete the application process.

Postings Applied For Today

Apply	Status	Posting Number	Posting Type	Position	FTE	Location	Subjects and Levels	Closing Date & Time
<input checked="" type="checkbox"/>	Open	T1801999	Permanent Contract	Teacher - Classroom	1.0000	Test Location		10-Nov-2017 16:00

Postings Applied For Previously

Apply	Status	Posting Number	Posting Type	Position	FTE	Location	Subjects and Levels	Closing Date & Time
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You'll then be brought to a summary screen where you will get a secondary confirmation of posting applied for today, postings applied for previously, then postings withdrawn from today. Click Submit.

Job Posting: Summary

School Year:2018-19 Teaching

Confirm that this information is correct and then click on the Submit button

Postings Applied For Today

Status	Posting Number	Posting Type	Position	FTE	Location	Subjects and Levels	Closing Date & Time
Open	T1801999	Permanent Contract	Teacher - Classroom	1.0000	Test Location		10-Nov-2017 16:00

Postings Applied For Previously

Status	Posting Number	Posting Type	Position	FTE	Location	Subjects and Levels	Closing Date & Time
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Postings Withdrawn Today

Status	Posting Number	Posting Type	Position	FTE	Location	Subjects and Levels	Closing Date & Time
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Job Posting: Application Receipt

Name: Test, Teacher Number: Confirmation Time:
School Year: 2016 Support

You have successfully submitted your posting applications.

Your confirmation number is **9**

Please record the confirmation number or print out a copy of this receipt.

New Selections

Status	Posting Number	Preference	Position	Location	Posting Type
Open	S16-0011	1	Education Assistant	Administration	Temp

Previous Selections

Status	Posting Number	Preference	Position	Location	Posting Type
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Deleted Selections

Status	Posting Number	Position	Location	Posting Type	Hours/Week	Closing Date & Time
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Once you've submitted your application for the posting you will receive a CONFIRMATION Number

The Job Posting: Application Receipt screen appears with your application data. You can click on the **Print** button to produce a printed copy

Once you've submitted your application for the posting, you will receive a confirmation number and an email.

CONGRATULATIONS, YOU HAVE SUCCESSFULLY APPLIED TO A POSTING

To Withdraw from a Posting:

Job Posting: Apply For Postings

Click on the Posting Number field to view the posting details, then click on the Apply box to apply for the posting by removing the checkmark in the Apply column of the selections and selections are displayed.

Please note: the closing time for all postings is: 16:00

Postings For Test Location

Apply	Status	Posting Number	Posting Description	Posting Date	Closing Date
<input checked="" type="checkbox"/>	Open	T1801600	French Immersion Teacher	09-Oct-2017	12-Oct-2017 16:00

Should you wish to withdraw from a posting, go back to the posting and then un-check the box beside the position you wish to withdraw from and proceed to the checkout as before.

Job Posting: Ranking Selection

School

Select your preferred ranking from the ranking dropdown

If you have successfully withdrawn your application you will see it listed under the section 'Postings Withdrawn Today'.

Status	Posting Number	Preference	Location	Description	Assignment Type	FTE	Closing Date
Postings Applied For Previously							
Status	Posting Number	Preference	Location	Description	Assignment Type	FTE	Closing Date
Postings Withdrawn Today							
Status	Posting Number	Location	Description	Assignment Type	FTE	Closing Date	
Open	T20/21001	Test Location	Testing Job Posting	Continuing	1.0000	15-Dec-2021 15:45	

[Proceed To Verify](#)

To View Jobs That You've Applied For:

My Info > Job Postings then select the applicable category of confirmation (e.g. Teacher Confirmation).

Select the appropriate year and round to view.

This will show you all of the jobs you have applied for or withdrawn from. To view the job application that you submitted, click on the confirmation number.

View Posting Application: Confirmation Number Selection

Click on a link below to view the associated Application

Conf. No.	Date / Time	Details
9	03-May-2016 21:21:36	New Posting Selections: S16-0011 Rank:1 / Previous Posting Selections: / Deleted Selections: