



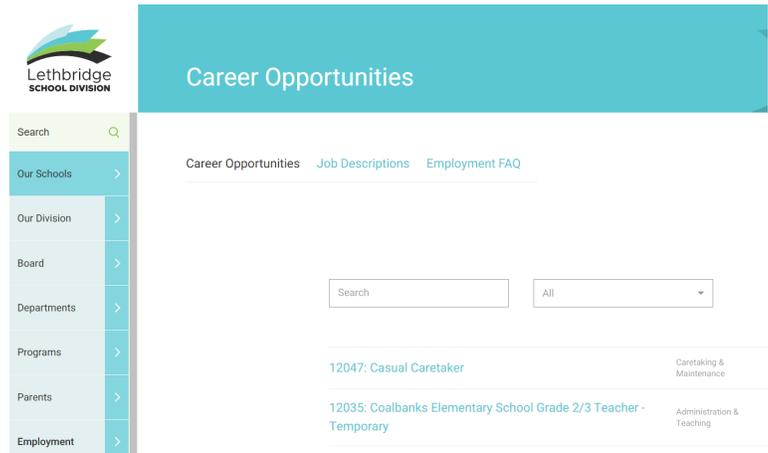
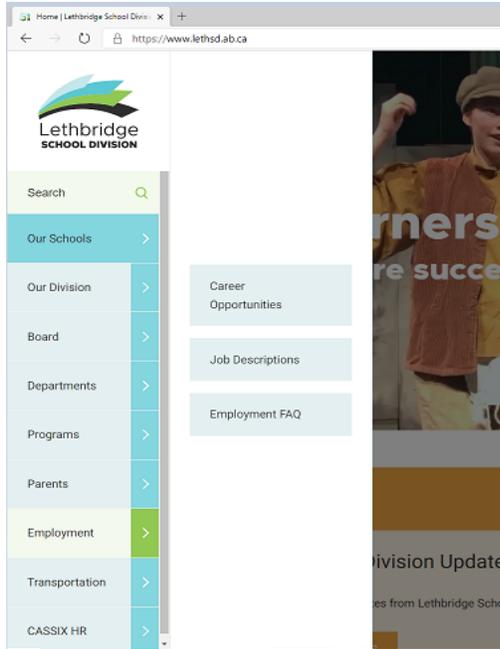
Lethbridge School Division

Applying to Postings

This is a step-by-step guide on how to search, and apply for current job postings. Please follow these steps to ensure that your application has been properly submitted. All postings will be listed on the division website: www.lethsd.ab.ca

How to find available Lethbridge School Division Career Opportunities:

On the division website www.lethsd.ab.ca click on the *Employment* tab on the left hand side. Click *Career Opportunities* to find current postings. All available postings will be posted here, to apply you will simply click the job you want to apply to and the application process will begin.



The Online Application

Select the position you want to view and apply for.

Please note that depending on what position you are applying for (Teacher, Educational Assistant, Caretaker etc) will depend on what documentation is required, the application questions and how each application is setup. Ensure that you follow each applications steps accurately to ensure your application is completed properly and successfully. If you have any any questions on an application please contact:

Katie Guccione - (403) 380-5297 - Teacher Postings
Jolayne Prus - (403) 380-7391 - Support Postings
Carrie Fahl - (403) 380-5302 - Caretaking Postings

Personal Information:

Personal information entered here will be used in the application process to communicate notices for the posting. Uploading a photo is optional.

* Required fields

Personal information Clear

* First name

* Last name

* Email

* Phone

* Address

Photo (Optional)

Your Profile:

Select **+Add** to the right of Education and Experience to expand these sections and add in your information. All applicants are welcome to continue adding their experience and education as they see fit.

All applicants are **required** to upload a resume when applying for a position. When uploading a resume please ensure to include any additional documentation you would like to include with your application in one document (e.g. Reference letters, transcripts, etc.).

You are now able to **upload** a cover letter for your application.

The screenshot shows a 'Profile' form with several sections: 'Education (Optional)' with a '+ Add' button; 'Experience (Optional)' with a '+ Add' button; a 'Resume' section with a file upload area labeled 'Upload a file or drag and drop here'; a 'Details' section with a 'Clear' button; a 'Cover letter (Optional)' section with a text input field; and another 'Upload a Cover Letter' section with a file upload area labeled 'Upload a file or drag and drop here'.

+Add Education field expanded

This screenshot shows the expanded 'Education (Optional)' form. It includes fields for 'School', 'Field of study (Optional)', and 'Degree (Optional)'. There are also 'Start date (Optional)' and 'End date (Optional)' fields, each with a calendar icon. At the bottom, there are 'Save' and 'Cancel' buttons.

+Add Experience field expanded

This screenshot shows the expanded 'Experience (Optional)' form. It includes fields for 'Title', 'Company (Optional)', and 'Industry (Optional)'. There is also a 'Summary (Optional)' text area. At the bottom, there are 'Start date (Optional)' and 'End date (Optional)' fields with calendar icons, and a checkbox for 'I currently work here'. 'Save' and 'Cancel' buttons are at the bottom.

Questions:

In this section you will answer questions related to the posting you are applying to. The questions you see on a future application could vary from what is in this example.



The screenshot shows a 'Questions' section with four questions, each with 'YES' and 'NO' radio button options: 1. 'Do you currently hold or are you eligible to obtain an Alberta Teaching Certificate?' 2. 'In accordance with Canadian Immigration requirements, Canadian citizens and permanent residents will be given preference. Do you meet this requirement?' 3. 'In accordance with Division policy all hires are required to submit a police information check; including Vulnerable Sector Check from Police Services or an RCMP detachment. Is this police information check clear of any charges or convictions?' 4. 'Are you presently under contract with another School Board?'

References:

As indicated references are required. Reference checks must include the reference name, position/role, telephone number and email. Any reference that is applicable to a position that was held within the Lethbridge School Division may be conducted when the application is submitted.



The screenshot shows a 'References' section with a text input area for providing three references. Below the input area, there is a question: 'I acknowledge and agree, that reference checks applicable to any positions I have held within the Division may be conducted upon submission of my application.' with 'YES' and 'NO' radio button options.

Click on *Submit application*.



A large green button with the text 'Submit application' in white.

Confirmation:

After successfully submitting your application, you will receive a confirmation email.



The screenshot shows a confirmation email with a green checkmark icon. The text reads: 'Your job application has been submitted. Thank you. A copy of your application will be sent to jolayne.prus@lethsd.ab.ca for your records.' Below this, there is a table with two columns: 'CANDIDATE' and 'JOB'. The candidate is 'Tester Tester' and the job is 'Educational Assistant Substitute, Lethbridge, Alberta, Canada · Education Ce...'. An arrow points from the candidate name to the job title.