South Shore Regional School Board

Job Application Guide

For Non-Teaching Positions

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Employment Opportunities Site

Our employment opportunities site can be accessed from the School Board web page (www.ssrsb.ca) by clicking on Employment Opportunities on the left navigation column.

When you access our employment opportunities site, you will see the following screen:

This screen allows you to:
- log in (if you already have an account created)
- search for jobs

If you click on "Search", you will see all current openings for non-teaching positions at the South Shore Regional School Board:

Each position lists key information on this screen:
- Union – The employee group for the position
- Title – the job title
- Location – the work site for the position (further information will be provided in the job posting for positions with more than one location (e.g., circuit jobs)
- Posting Round – the round the position is being posted in. The posting round determines who is eligible to apply for the position.
- Closing Date – the date the competition closes.

Clicking on the job title, will open the full posting.

Creating a Profile

To create a profile, you must apply for a position. It is recommended that you create a profile by applying for the General Application – Non-Teaching Positions.

Open the posting by clicking on the job title "General Application – Non-Teaching Positions".

Click on Apply for this Position to open the Job Application for Non-Teaching Positions:

Completing Your Profile

It is recommended that you begin by uploading your resume. Our employment opportunities site accepts resumes in the following formats:

- Microsoft Word – file extension .doc
- Microsoft Word – file extension .docx
- Rich Text – file extension .rtf
- Adobe Reader – file extension .pdf
- HTML
- Plain text

To upload your resume click on [Upload resume icon]. You will be asked to find your resume file:

Add Resume
You can use your resume to fill in the application form. Please browse to find your resume file that you would like to use. You will be able to make corrections on the application form.
(NOTE: You can attach a total of up to 4MB of data. Your resume and all attachments combined must be less than 4MB)

Resume: [Choose File] No file chosen

[Attach] [Cancel]

Click on Choose File to open a standard File Open window. Find your resume and open it. Once you have selected your resume, "No file chosen" will change to the filename of your resume. Click on "Attach" to import your resume.

Our system will import your resume and "parse" it. The parsing process will attempt to match up the information in your resume with the fields in our application form.

Once you have reached the application form (either by uploading your resume or proceeding directly to it) you will be presented with a number of fields to complete. If you have uploaded your resume, many of these will be filled in with information from your resume. Fields marked with a star must be filled in to apply for a position.

The following field guide will assist you in determining what information to put in each field.

E-mail Registration Section

Field	Requested Information
Email	Your e-mail address – please use an e-mail address that you regularly check as we may contact you with information regarding your applications by e-mail.
Password	Choose a password to access your account with in the future. Note that passwords must be at least six (6) characters long and that you must enter your chosen password twice.

Contact Information Section

Field	Requested Information
Legal First Name	Your first name
Legal Middle Name	Your middle name (optional)
Preferred Name	The name you prefer to be called by
Legal Last Name	Your last name
Street Address	Your mailing address. This is the address we will send your letter of appointment and other documentation to if you are successful in the job competition.
City	Your mailing address city, town, etc.
Province	Your mailing address province.
Postal Code	Your mailing address postal code.
Country	The country you live in. Canada is selected by default
Home Phone	Your home phone number. Please enter phone numbers in the following format: xxx-xxx-xxxx
Work Phone	Your work phone number. (optional). Please enter phone numbers in the following format: xxx-xxx-xxxx
Mobile Phone	Your cell phone number. (optional). Please enter phone numbers in the following format: xxx-xxx-xxxx

General Information Section

Field	Requested Information
Work Authorization	Please select the option that best describes you.
Date Available	Please select the date you are available to begin work with us.
Are you employed now?	Please select the appropriate response
If yes, may we contact ?	Please select the appropriate response.
Source	Please select the response that best describes how you learned about our employment opportunities site.
Other (Specify Source)	If you selected Other in Source, please let us know how you learned about us.

Education History

You may provide information on up to five (5) degrees that you have obtained. For each degree please provide the following information:

Field	Requested Information
Degree Type	Please enter the appropriate response.
Degree Name	Please enter the name of the degree (e.g., Bachelor of Education, Bachelor of Arts, Bachelor of Science, etc.)
Major	Please enter the major of the degree

Field	Requested Information
Minor	Please enter the minor of the degree. Please enter N/A if no minor.
Institution	Please enter the institution that awarded the degree
Degree Length	Please enter length of the degree in years or months
Date Graduated	Please enter the month and year you graduated with this degree.

To add another degree, simply click "Add Another".

Certificates/Licenses

You can add up to twenty (20) certificates and/or licenses that you have obtained. For each certificate/license, provide the following information:

Certificate Name	
Issuing Body	
Year	

Additional Skills and Qualifications	Please enter any additional skills and qualifications that you have that you have not entered in the Professional Development section.

Employment History

Please provide the last ten (10) years of your employment history (or less if you have not worked ten (10) years).

Field	Requested Information
Company Name	
City	
Province	
Job Title	
Supervisor	
Reason for Leaving	Please select the appropriate reason
Explanation	An explanation is not required if you are still employed in this assignment or left because you were promoted or came to the end of your contract
Date From	
Date To	
Work Performed	

References

Please provide three (3) references. The first reference must be your current or most recent supervisor.

Reference Name	Please enter the reference's name
Title	Please enter the reference's title (e.g., Principal)
Company/School	Please enter the reference's current company or school
Phone Number	Please enter the reference's phone number(s) – a non-work number is helpful if we are checking references during non-teaching periods
E-mail Address	Please include the reference's e-mail address, if known.

Resume

If you uploaded your resume, you will see your resume attachment here.

Cover Letter

Please include your cover letter in this field. You can complete your cover letter in a word processor and then copy and paste it into this field. **Please note that our system only allows one cover letter per applicant so your cover letter should be generic and applicable to any position you apply for with the SSRSB.**

Additional Position Specific Questions

When you apply for a non-teaching position with us, this section of the application form may include questions that are specific to the position you have applied for. The answers you provide will be used in determining shortlisted candidates. **Answers provided to position specific questions must be supported by the education history, employment history, and certificates/licenses sections of your application.**

Personal Affirmation

Please answer the Personal Affirmation questions. If you answer "Yes" to any of the personal affirmation questions, you must provide an explanation in the appropriate field.

Self Identification

The Self Identification questions are optional.

Applicant Declaration

Please read the applicant declaration, check "I Agree", and then click on "Submit" to submit your application.

Applying for a Position

Once you have a profile created in the system, applying for a position is a simple task. To begin applying for a job, open the job posting.

At the bottom of the posting, there is a section for returning applicants to enter their e-mail address and password. Clicking on "Add to My Jobs" will add your application to this position.

If you are already logged into the system, this section will give you two options, "Add to My Jobs" and "Send to a Friend":

When you click on "Add to My Jobs", the system may confirm whether you want to update your application or not:

If you would like to update information in your application click on "Update Application Form" and you will be presented with the full application form again showing all of the current data entered. If you click on "Use Existing Data", you will be asked to answer any Position Specific Questions for the job you are applying for.

After you have applied for a job, you will be taken to your status screen:

From this screen, you can:
- see the jobs that you have applied for – if the position is active, you can click on the Position Title to see the job posting
- send any active posting to a friend by clicking on "Send to a Friend"
- remove yourself from an active posting by clicking on "Remove me"
- Search Openings by clicking on "Search Openings"
- Update your profile by clicking on "Update My Information"
- Logout

Managing Your Profile

At any time, you can access your profile and manage it. To do so, log in using the log in box on at the bottom of the window:

After you have logged in, you will be taken to your status screen:

From this screen, you can:
- see the jobs that you have applied for – if the position is active, you can click on the Position Title to see the job posting
- send any active posting to a friend by clicking on "Send to a Friend"
- remove yourself from an active posting by clicking on "Remove me"
- Search Openings by clicking on "Search Openings"
- Update your profile by clicking on "Update My Information"
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