How the employment site works

You will create an account and apply to job opportunities using that account.
Once you have created an account, you can apply to all job opportunities using that same information.

You can upload a new resume or change your account information at any time.
When the hiring committee is reviewing resumes, they will look at the information you updated last.
Your information is not tied to an individual job opportunity.

The site does not accept cover letters.
You must complete all sections of your account and upload a resume before you can start to apply for positions.

Steps to follow…

Account Setup

1. Start to create your account by clicking on Create Account listed on the left.

2. Choose whether you are an External or Internal applicant:

   a) **EXTERNAL APPLICANTS**: External applicants are defined as new applicants, as well as temporary employees, substitutes/casuals, lunch supervisors, crossing guards, bus aides, community support persons and applicants who do not currently hold a working contract with Pembina Trails School Division.

   b) **INTERNAL APPLICANTS**: Only regular/permanent employees are considered INTERNAL APPLICANTS.

3. Choose the type of positions you will be applying for (Non-Teaching and/or Teaching): If you will be applying for both teaching and non-teaching positions then choose Teaching.

4. Fill out the information on the screen as required.

5. Once you have completed the form you can login to the site using your new account. **NOTE: User names are case sensitive.**

Personal Information

My Account Info.

My Application History

Postings

Education   ●

Previous Employment   ●

Employment Options   ●

References   ●

Resume   ●

Along the left hand side of the page you will see the different areas for your information.

Ensure that all of these areas are completed; you will not be able to apply for positions until all of these areas are filled out.

You will know that each area is completed when you see the green dot to the right of it on the side menu.

Resume

When uploading your resume it must be in one of these file formats: .DOC, .DOCX, .PDF (**The site does not accept cover letters.)**

Applying for Positions

Click on the Postings menu item.
All of the available positions are organized by their group.

Teaching Opportunities

(0) Administration   (0) Clinical
(0) Consultant   (4) Teacher
(0) Senior Administration

Non-Teaching Opportunities

(0) Administrative Support - CUPE 5121   (4) Caretakers/Cleaners/Bus Drivers - CUPE 4588
(1) Community Support   (4) Crossing Guard/Lunch Supervisor/Bus Aide
(1) Director   (5) Educational Assistant - EAPT
(0) Information Technology - CUPE 5121   (0) Mid Management
(0) Senior Support Group   (2) School Library Technician - PTANTE
(0) School Secretary - PTANTE   (0) Special Projects
(0) Trades - CUPE 4588-01

You will notice a number to the left of each group in brackets. This number lets you know how many open positions there are in that grouping.

Click on the group that you want to apply for.
You will see the list of open positions.

Posting List

Competition	Position	Location	FTE	Start Date	
12-001-17 ISP	1.0 FTE Permanent, Director of International Student Program, starting August 1, 2018	Administration Office	1.0 FTE Permanent starting August 1, 2018	08/01/2018	<< Details >>

Click on the **<<Details>>** button to view the details of the position and to be able to access the apply button.
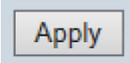
Click on the apply button to apply for the position. `Apply`

You will receive an email confirming that you have successfully applied for the position.

You can also check your 'My Application History' area of the site, to view positions you have successfully applied for.

Frequently Asked Questions (FAQ)

Can I delete my account?
No, you cannot delete your account.

I am having trouble uploading my resume, what can I do?
Your resume must be saved in one of these file formats: .DOC, .DOCX, .PDF

How do I upload my cover letter?
The Pembina Trails employment site does not accept cover letters. You do not need to upload one. If you feel that you need one attached, you can save it in the same file/document as your resume.

When do postings close?
Teaching positions close at 4:00PM on the closing date. Non-teaching positions close at 11:59PM on the closing date.

I have applied for a position but now I want to make changes to my account. How do I reapply?
You do not need to do this. You create one account and this is your account on the employment site.

You can make changes to your account if your information changes. **Your information is not tied to an individual application.**

When you apply for a position, the hiring committee will look at your account only when they are actually going through the applications. What is in your account the day you apply for the position is not necessarily what the hiring committee will see. They will see your account as it stands, with changes in place, on the day they are reviewing applications.

For example:

You apply for a position on Tuesday that closes on Thursday. On Wednesday, you decide to upload a new resume. The new resume uploaded on Wednesday will be the one that the hiring committee will see when they look at your account after the competition closes on Thursday.

I am having problems logging in or I have forgotten my password. What can I do?

- User names and passwords are case sensitive; make sure you do not have the Caps Lock on.
- It is possible to have a space in your username or password. This could even be the first character.

- Next to where you type in your username and password is the link: **Can't access your account?** This will email you a link so you can set a new password.

- If you no longer have access to the email address you have on file, you will have to create a new account.
- Try clearing your Internet Browser's Cache

When filling out the Previous Employment how do I fill out End Date when I'm still working there?

For now, click on the calendar icon next to the text box labeled: **End Date** and select the closing date of the position you are applying for. (In order to proceed in the system, an end date needs to be entered.)

When filling out the Previous Employment under the Reasons for leaving my reason is not there, what do I do?

Choose the one that most closely pertains to your situation.

When entering information in my profile I get this error when I click on Update: An error occurred on the server when processing the URL. Please contact the system administrator. What can I do?

- This error will appear when you have used too many characters for the field in question.
- It will be listed above the field how many characters you are allowed.

Note: When copy and pasting from Word or other word processors, special hidden characters will be included that will count to the number of characters used. It you want to copy and paste from Word, paste your text into a text document first and then copy again from the text document and paste it into the employment system.