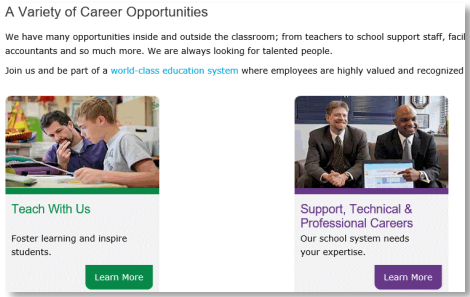



## Purpose

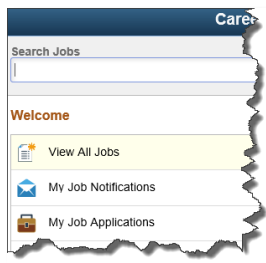
This guide explains the steps to apply for a job with the Calgary Board of Education (CBE) for applicants who are not currently CBE employees, and is broken into four sections:

- [CBE Career Opportunities](#)
- [New Job Seekers Registration](#)
- [Returning Job Seekers](#)
- [Applying for a Job](#)

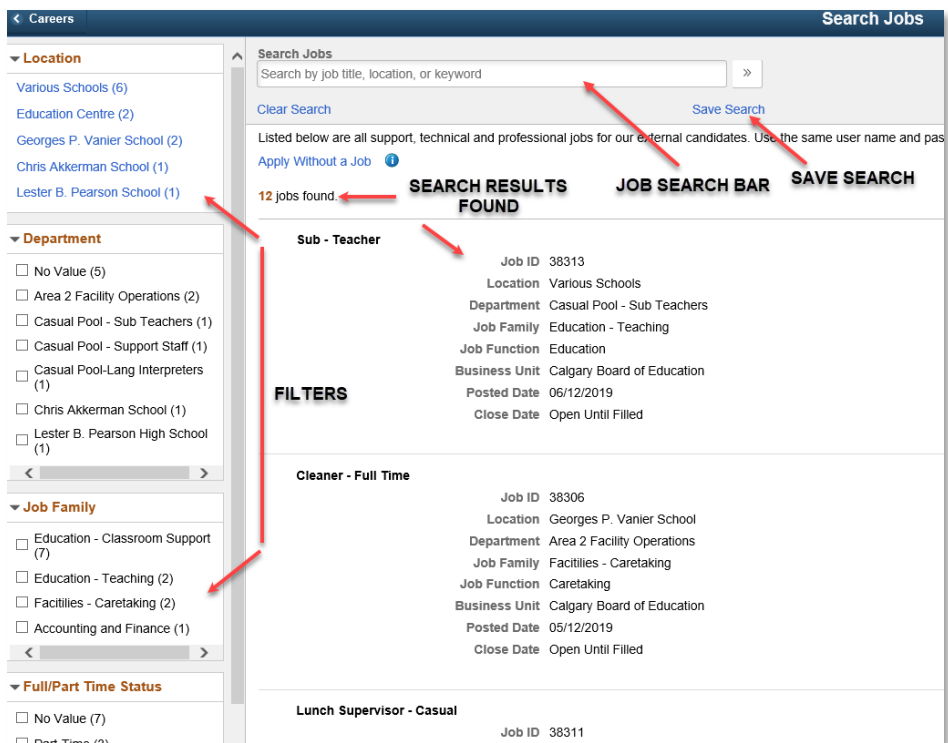
The **Instructions** column below lists the steps required to complete each task. The **Notes** column provides additional information and/or screenshots to help you locate the input field on the screen.

Instructions	Notes
CBE Career Opportunities	<i>Accessing the CBE Career Opportunities website.</i>
1. Open the <b>CBE Careers</b> website	<a href="https://www.cbe.ab.ca/careers">https://www.cbe.ab.ca/careers</a>
2. Click <b>Learn More</b> , under either:  <b>Teach with Us</b> , or  <b>Support, Technical &amp; Professional Careers</b>	 <p>A Variety of Career Opportunities We have many opportunities inside and outside the classroom; from teachers to school support staff, fact accountants and so much more. We are always looking for talented people. Join us and be part of a <a href="#">world-class education system</a> where employees are highly valued and recognized</p>
3. Click on either:  <b>Teaching Opportunities</b> , or  <b>Support, Technical &amp; Professional Opportunities</b>	 <p>Apply Now A list of all jobs, including general teaching applications, can be found in: <b>Teaching Opportunities</b></p> <p>Apply Now <b>Support, Technical &amp; Professional Opportunities</b></p>

4. Click **View All Jobs**



5. Entering key words for a specific job into the **Job Search Bar** further refines the list



In the **left panel**, the following filters are available to help you narrow down the posted job search results on the right:

- **Location**
- **Department**
- **Job Family**
- **Full/Part Time Status**

The filter options are sorted by the number of job postings in each option (with the highest numbers displayed on top, and the lowest numbers displayed on the bottom).

**New Job Seekers Registration**



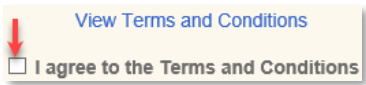
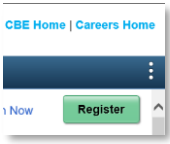
*Registering as a new external applicant with the CBE.*

1. Open the **CBE Careers** website


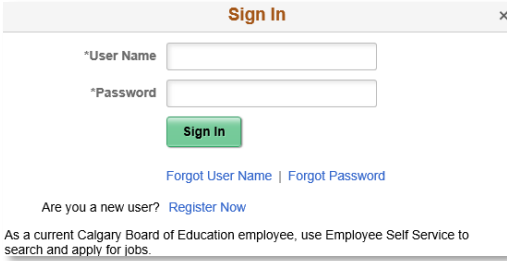

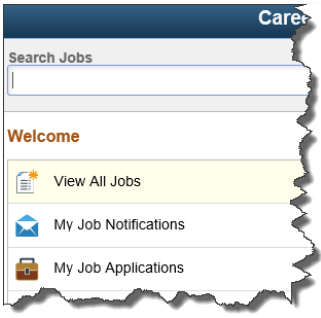
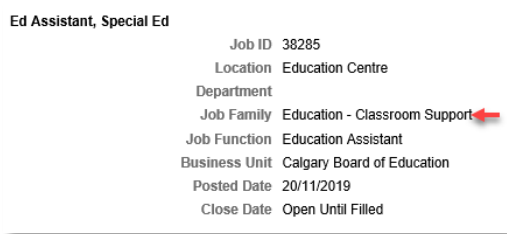
<https://www.cbe.ab.ca/careers/>

- Click **Learn More** under either: **Teach with Us**, or **Support, Technical & Professional Careers**.

## Quick Reference Guide: Applying for a Job – External Applicants

2. Click <b>New User</b> on the Careers page	
3. Enter your information into the required fields	 <p><b>Note:</b> Required fields are marked with asterisks.</p> <p>The following are CBE's <b>Password Requirements</b>. Passwords must:</p> <ul style="list-style-type: none"><li>▪ Be at least eight letters and characters long;</li><li>▪ Contain no spaces;</li><li>▪ Include the following:<ul style="list-style-type: none"><li>○ capital letters e.g., A, B, C;</li><li>○ lowercase letters e.g., a, b, c;</li><li>○ numbers e.g., 0, 1, 2, 3; or,</li><li>○ special characters e.g., #, \$, %, !.</li></ul></li></ul> <p><b>Important:</b> Do not reuse previously used passwords.</p>
4. Click <b>I Agree to the Terms and Conditions</b>	 <p>Click the <b>View Terms and Conditions</b> link to see the detailed terms and conditions.</p>
5. Click <b>Register</b>	<p>A <b>Welcome</b> page is displayed once you successfully sign in, after having registered as a CBE applicant.</p>  <p><b>NOTE:</b> You can exit the Careers page by clicking <b>Sign Out</b> in the upper right corner.</p>
<b>Returning Job Seekers</b>	<i>The following steps indicate how to sign in as a returning job seeker to view jobs.</i>
1. Open the <b>CBE Careers</b> website	<p><a href="https://www.cbe.ab.ca/careers/Pages/default.aspx">https://www.cbe.ab.ca/careers/Pages/default.aspx</a></p> <ul style="list-style-type: none"><li>▪ Click <b>Learn More</b> under either <b>Teach with Us</b> or <b>Support, Technical &amp; Professional Careers</b></li></ul>

## Quick Reference Guide: Applying for a Job – External Applicants

2. Click <b>Sign In</b> on the Careers page	
3. Enter your <b>User Name</b> and <b>Password</b>	
4. Click <b>Sign In</b>	 <p>A <b>Welcome</b> screen is displayed once you successfully sign in as a returning job seeker. You can exit the Careers page by clicking <b>Sign Out</b> in the upper right corner.</p>
<b>Applying for a Job</b> <i>The following steps will guide you through the six step job application process.</i>	
1. From the <b>Careers</b> page, click <b>View All Jobs</b>	 <p>By default, all of the available jobs are displayed.</p>
2. Find a Job you want to apply for	
3. Click on a Job Description	
4. Click <b>Apply for Job</b>	<b>NOTE:</b> The Apply for Job button is located in the top-right corner.

## Quick Reference Guide: Applying for a Job – External Applicants

### 5. Step 1 of 6: Start

Education Assistant - Special Education - Casual Roster | Various Schools

**1 Start**  
In Progress

**Step 1 of 6: Start**  
Join us and be part of a world-class education system where employees are highly valued and recognized as the driving force behind our students' success.

**2 Prequalify**  
In Progress

**3 Resume**  
In Progress

**4 Online Questionnaire**  
In Progress

**5 How did you find out about us?**  
In Progress

**6 Review and Submit**  
Not Started

**Prequalification Notices**  
Job Title Education Assistant - Special Education - Casual Roster | Various Schools Job ID 38331

**Eligibility Notice**  
We will assess your application to determine whether your application meets our minimum requirements for acceptance before we review it further. Please note that this assessment establishes your basic eligibility to apply for this position and any false information or misstatement will render your application ineligible.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Read all the instructions and select the **checkbox** for “**I agree to the Terms and Conditions**” at the **bottom**.

**NOTE:** You cannot proceed to the next step until you click on the checkbox.

### 6. Click **Next >**



### 7. Step 2 of 6: Prequalify

**1 Start**  
Complete

**2 Prequalify**  
In Progress

**3 Resume**  
Not Started

**4 Online Questionnaire**  
Not Started

**5 How did you find out about us?**  
Not Started

**Step 2 of 6: Prequalify**  
To be eligible to submit an application you will need to answer the following questions.

**Prequalify (Required)**

**1. Are you legally eligible to work in Canada?**

Yes

No

Select **Yes** or **No** for: **Are you legally eligible to work in Canada?**

If you are not eligible to work in Canada, you are not eligible to submit an application with the Calgary Board of Education.

**NOTE:** Progression is shown for each step that is completed on the left with the word “**Complete**”. Current progression appears in **green** and indicates “**In Progress**.”

### 8. Click **Next >**



### 9. Step 3 of 6: Resume

**1 Start**  
Complete

**2 Prequalify**  
Complete

**3 Resume**  
In Progress

**4 Online Questionnaire**  
Not Started

**5 How did you find out about us?**  
Not Started

**Step 3 of 6: Resume**

**Resume Attachment (Required)**  
You have not provided a resume.

[Attach Resume](#)

**Cover Letter Attachment**  
You have not provided a cover letter.

[Attach Cover Letter](#)

**NOTE:** If you are applying for a CUPE position, you are **not** required to upload a **Resume** or **Cover Letter**.

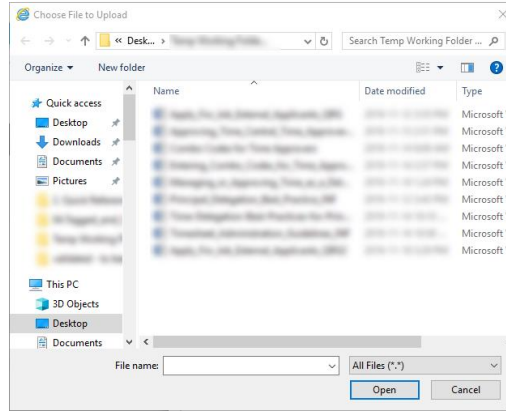
## Quick Reference Guide: Applying for a Job – External Applicants

10. Click **Attach Resume**

11. Click **My Device**

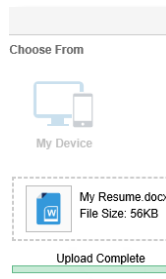


12. Select your resume and click **Open**



**NOTE:** Accepted file formats are .doc or .docx (Microsoft Word), .pdf (Adobe Acrobat), .rtf (rich text format), .txt (text format) and .jpeg, .jpg or .png (images). Symbols (& # \_ -) are not allowed as part of the Resume title. The file size is limited to 6MB. Resumes cannot be deleted once uploaded.

13. Click **Upload**



Your resume is displayed, along with the **filename** and **size** information.

The upload progress is displayed with a **green bar**, and indicates **“Upload Complete.”**

14. When the upload is complete, click **Done**



### Resume Attachment (Required)

*Resume Title	My_Resume.docx.docx
Attached File	My_Resume.docx.docx
	<a href="#">Change Resume</a>

**NOTE:** You also have the option to **Change Resume** if required.

15. Repeat steps 9 to 14 to upload your **Cover Letter**

**NOTE:** a cover letter is optional, unless otherwise mentioned in the posting.

**Cover Letter Attachment**

\*Cover Letter Title

Attached File [My\\_Cover\\_Letter.docx.docx](#)

[Change Cover Letter](#)

**NOTE:** You also have the option to **Change Cover Letter** if required.

16. Click **Next >**



17. Step 4 of 6: Online Questionnaire

**Step 4 of 6: Online Questionnaire**

**Questionnaire (Required)**

1. Given the nature of the duties, can you push, pull, carry and lift up to 50 lbs?  
 Yes  
 No

2. Given the nature of the duties, are you willing to support children who require support such as personal care and toileting?  
 Yes  
 No

3. Do you have a valid first-aid and CPR Certificate or can obtain the certification prior to the commencement of the first day of work?  
 Yes  
 No

Answer the required questions in the Online Questionnaire. **NOTE:** You must complete all the **Open Ended Questions**.

18. Click **Next >**



19. Step 5 of 6: How did you find out about us

**Step 5 of 6: How did you find out about us?**

**Referrals**

\*How did you learn of the job?

Specific Referral Source

Are you a former employee

20. Select an item from the list for the **How did you learn of the job?** field

\*How did you learn of the job?

Specific Referral Source

Are you a former employee

- Career Fairs
- Careers Websites
- Friend Referrals
- Government Employment Centres
- Previous CBE Student
- Professional Associations
- School Career Centre/Job Board
- Social Media

**NOTE:** Selecting **Career Fairs**, **Career Websites**, **Professional Associations** or **Social Media** from the list triggers a new field called **Additional Information**.


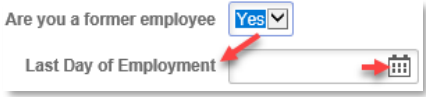

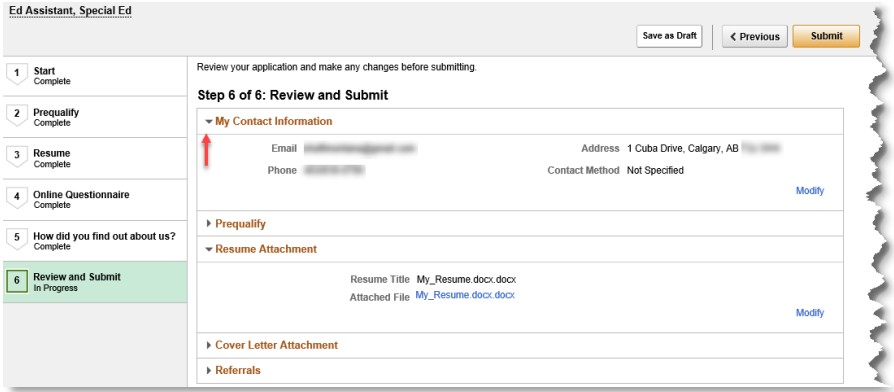

Additional Information

The **Additional Information** drop-down list varies, depending on the specific selection.

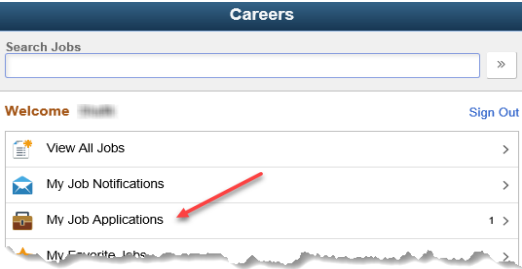
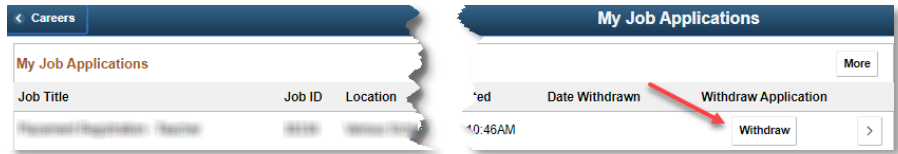
21. Select an item from the

If you have chosen a specific item that triggered the Additional Information field, make

**Quick Reference Guide: Applying for a Job – External Applicants**

<p>list for the <b>Additional Information</b> field</p>	<p>the appropriate selection. The example below is for <b>Social Media</b>.</p> 
<p>22. Type in an entry for <b>Specific Referral Source</b> field</p>	<p>If you have selected <b>Friend Referrals, Government Employment Centres, Previous CBE Student</b> or <b>School Career Centre/Job Board</b>, then enter the specific referral information.</p>
<p>23. Select <b>Yes</b> or <b>No</b> for Are you a former employee</p>	<p>If you select <b>Yes</b>, a new field appears, requesting your <b>Last Day of Employment</b>.</p>  <p>Click the <b>date graphic</b> to select a date for Last Day of Employment.</p>
<p>24. Click <b>Next &gt;</b></p>	
<p>25. Step 6 of 6: <b>Review and Submit</b> – Review all summarized steps</p>	 <p>From the above illustration, you can expand each section by clicking on the <b>arrow key</b> (i.e., My Contact Information) to view all of the details relating to the section.</p>
<p>26. When you have confirmed all of the information is correct, click <b>Submit</b></p>	 <p><b>NOTE:</b> A green bar is displayed to indicate that “You have successfully submitted your job application”.</p> <p>To confirm your application was submitted, click <b>My Job Applications</b> and see the status <b>Submitted</b>.</p> <p><b>NOTE:</b> If you don’t have all the necessary information when you start the application, you can click <b>Save as Draft</b> and return back to submit the application at a different time. Pleasure ensure you submit the application within the posting deadline.</p>
<p>27. Submitting a <b>Draft</b></p>	<p>After saving as draft, this message appears:</p>



<p><b>Application</b></p>	<p>The application process has not been completed. You have saved your application but have not applied on the job opening.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> <p>To return to the application process at another time, click <b>“My Job Applications”</b> from the <b>Careers</b> page:</p>  <p>Click the <b>arrow</b> button to return to the application process (not shown here). Click the <b>Next</b> button until you get to the <b>In Progress</b> step (not shown here).</p>
<p><b>28. Withdrawing an application</b></p>	<p><b>NOTE:</b> You can also withdraw your application by clicking on the <b>Withdraw</b> button as per the illustration below if you need to update your application (i.e. resume, screening questions, etc.). Pleasure ensure you re-submit the application within the provided timeframe by Recruitment.</p> 
<p><b>29. Attaching Additional Documents</b></p>	<p>To <b>attach additional documents</b> (i.e. copies of degrees, certificates, licences, etc.), do the following:</p> <ul style="list-style-type: none"> <li>▪ Step 1 – Click on <b>My Job Applications</b> from the Careers page</li> <li>▪ Step 2 – Click the <b>Add Attachment</b> button</li> <li>▪ Step 3 - Select a type of attachment in the <b>Attachment Type</b> field</li> <li>▪ Step 4 – Type a title into the <b>Attachment Title</b> field</li> <li>▪ Step 5 - Click <b>Continue</b></li> <li>▪ Step 6 - Click <b>My Device</b></li> <li>▪ Step 7 - Select a file and click <b>Open</b></li> <li>▪ Step 8 - Click <b>Upload</b></li> <li>▪ Step 9 - Click <b>Done</b></li> <li>▪ Step 10 – Repeat the above steps for additional documents</li> </ul>

For questions regarding Applying for a Job as an External Applicant, call the **HR Employee Contact Centre (ECC)** directly at **403-817-7333**.