


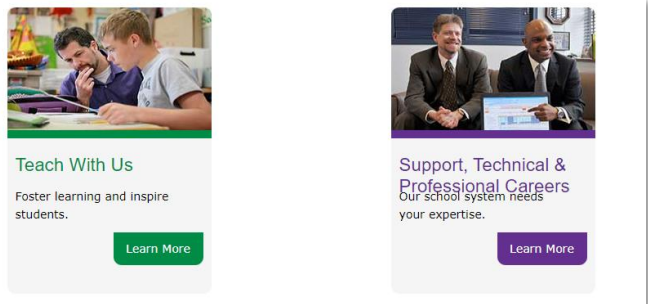


## Purpose

This guide explains the steps to apply for a job if you are an external applicants. If you are:

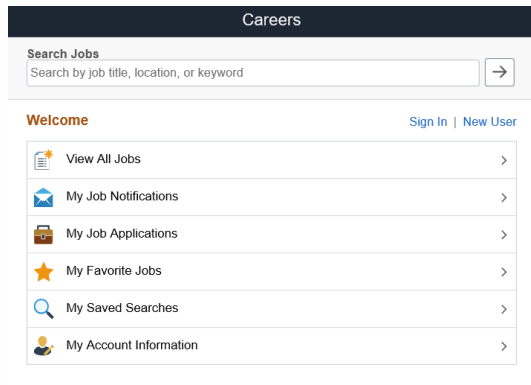
- Applying for a Facilities and Environmental Services (FES) job, see the Applying for a Job – FES Employees QRG > Insite
- A CBE Employee, see Applying for a Job – CBE Employees QRG > Insite

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
<i>External Applicants</i>	<i>Access CBE Career Opportunities in PeopleSoft</i>
<p>1. Go to <a href="http://www.cbe.ab.ca">www.cbe.ab.ca</a> and click <b>Careers</b> hyperlink at the top of the page</p>	
<p>2. Career opportunities page displays. Click the appropriate <b>Learn More</b> button from the options</p>	
<p>3. Depending on the option you selected, either the <b>Teach With Us</b> or the <b>Support, Technical &amp; Professional Careers</b> page displays. Click the <b>button</b> below the Apply Now header</p>	

Instructions	Notes
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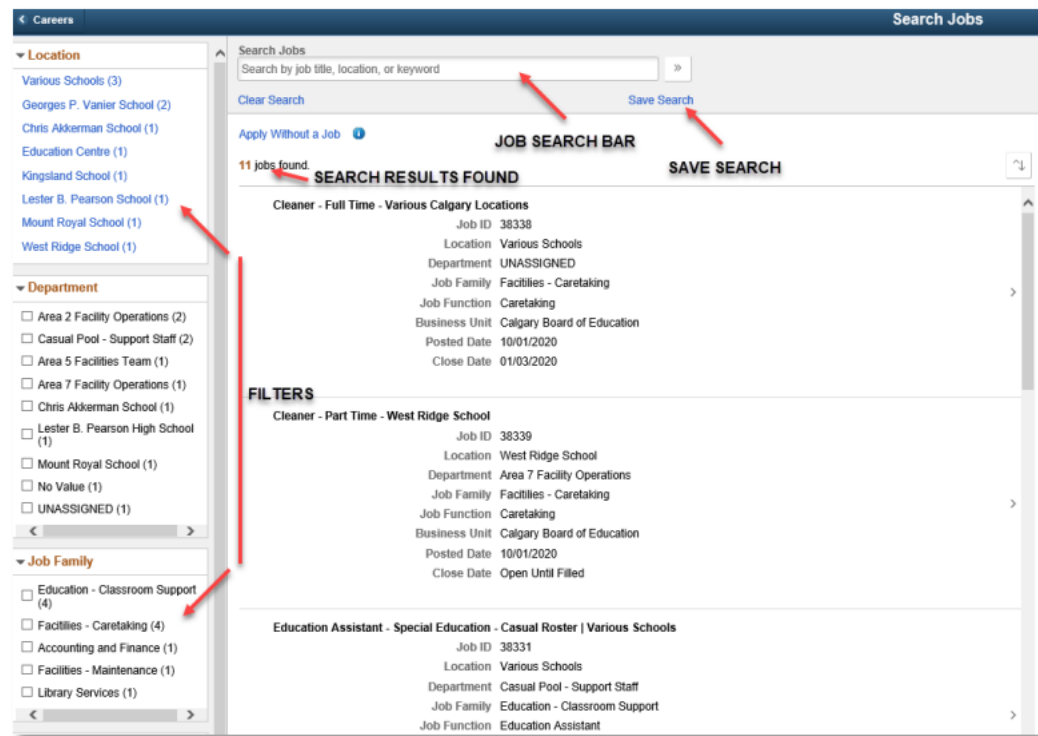
4. Click **Sign In** or **New User** hyperlink



5. From the Careers page, click **View All Jobs**

By default, all of the available jobs are displayed, based on whether you selected Teaching or Non-Teaching Careers earlier.

The example below is showing non-teaching jobs.



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

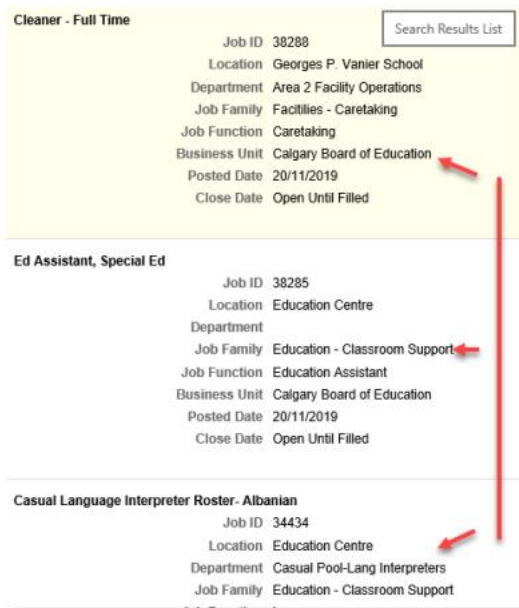
In the left panel, filters (Location, Department, Job Family, Full/Part Time Status, etc.) are available to narrow down the posted job search results on the right.

The Location filter is sorted by the number of job postings in each location (highest numbers on top, to lowest numbers on the bottom).

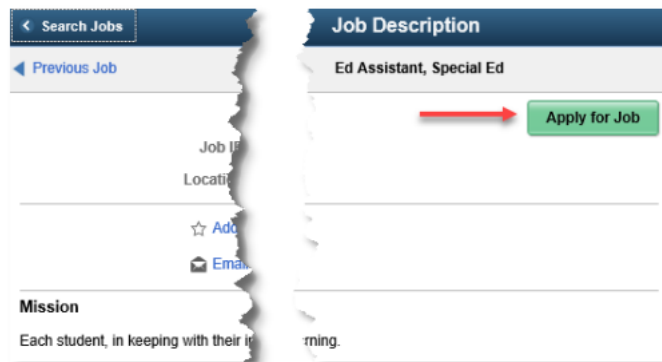
**Quick Reference Guide: Applying for a Job – External Applicants**

Instructions	Notes
Applying for a Job	<i>The following steps will guide you through the six step job application process.</i>

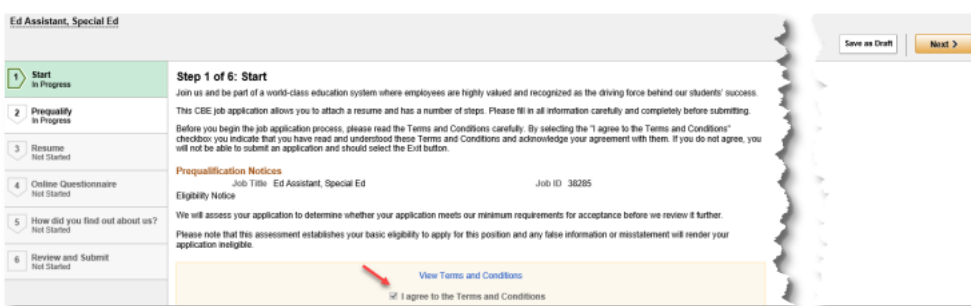
6. Click on a Job Description



7. Click Apply for Job


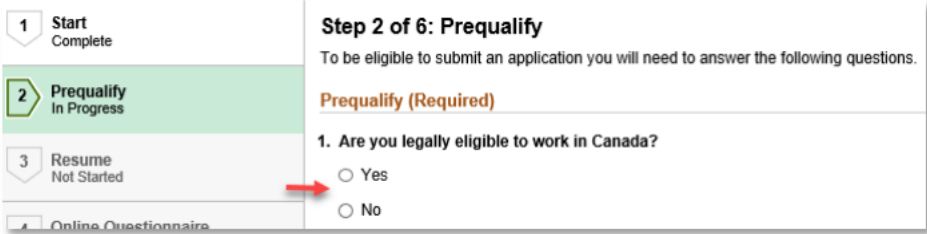

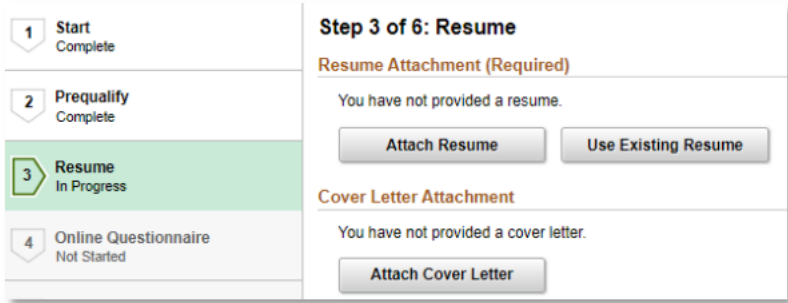



8. Step 1 of 6: Start – click the **checkbox** for I agree to the Terms and Conditions



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

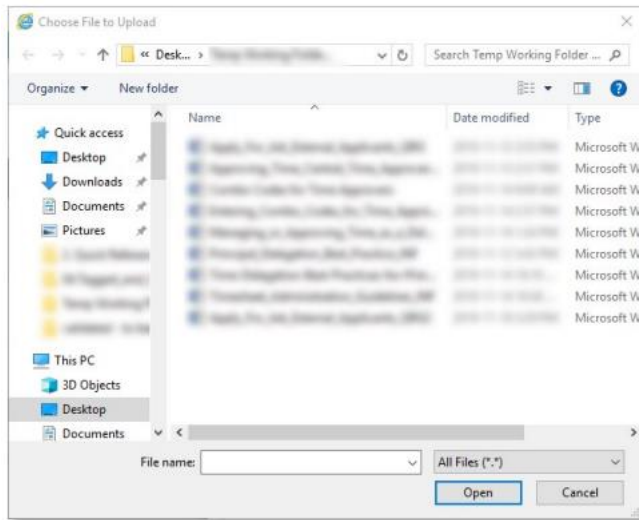
**Note:** You cannot proceed to the next step until you click on the checkbox.

Instructions	Notes
<p>9. Click <b>Next &gt;</b></p>	
<p>10. Step 2 of 6: Prequalify – select <b>Yes</b> or <b>No</b> for Are you legally eligible to work in Canada?</p>	 <p>If you are not eligible to work in Canada, you are not eligible to submit an application with the Calgary Board of Education.</p> <p><b>Note:</b> 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”.</p>
<p>11. Click <b>Next &gt;</b></p>	
<p>12. Step 3 of 6: Resume – attaching a resume or a cover letter: Click <b>Attach Resume</b></p>	 <p><b>Note:</b> if you are applying for Cleaner position, you are not required to upload a Resume or Cover Letter.</p> <p><b>Note:</b> the option to “Use Existing Resume” is applicable when you have submitted resumes in the past at the CBE website.</p>
<p>13. Click My Device</p>	

## Instructions

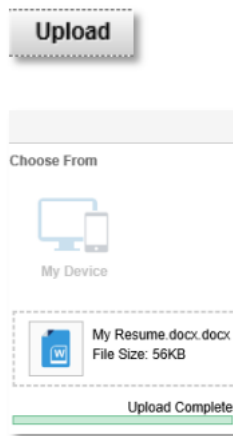
## Notes

14. Click 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), .jpeg, .jpg or .png (images). Symbols (& # \_ -) are not allowed as part of the Resume title. File size is limited to 6MB. Resumes cannot be deleted once uploaded.

15. Click **Upload**



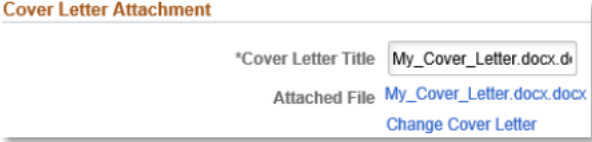

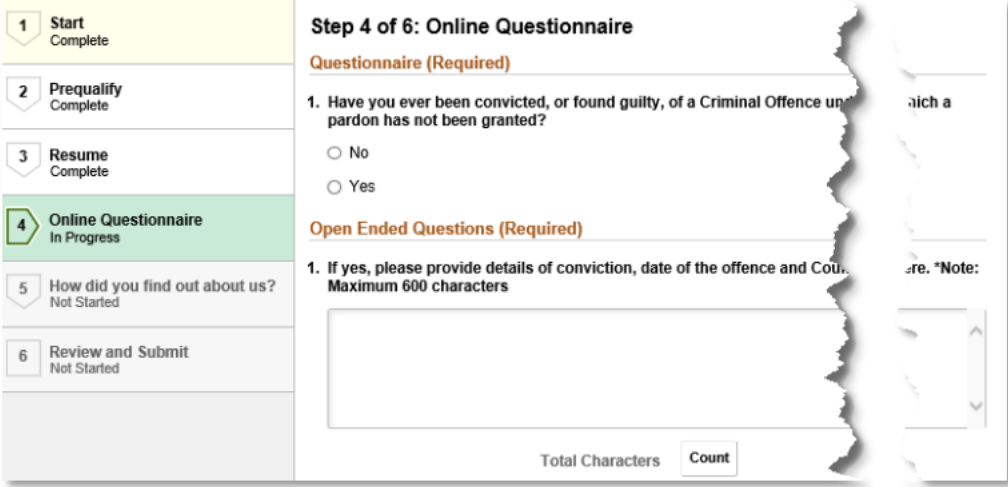

Your resume is displayed, along with the filename and size information.

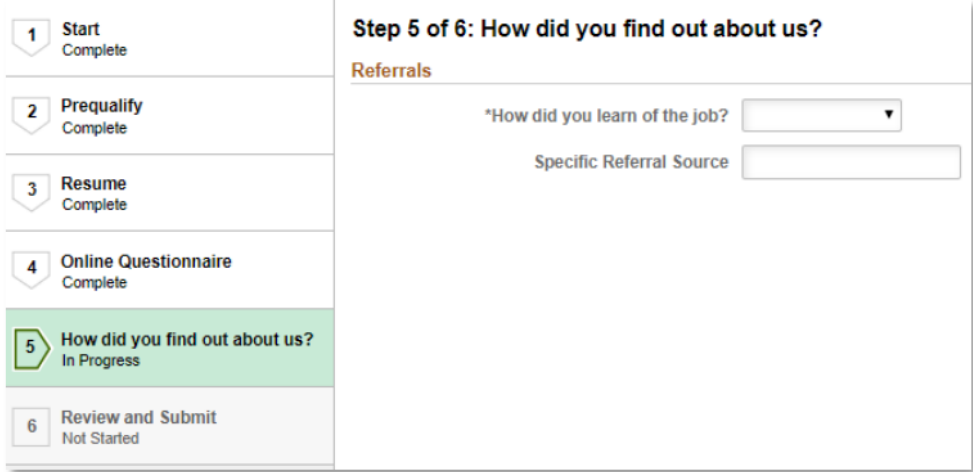
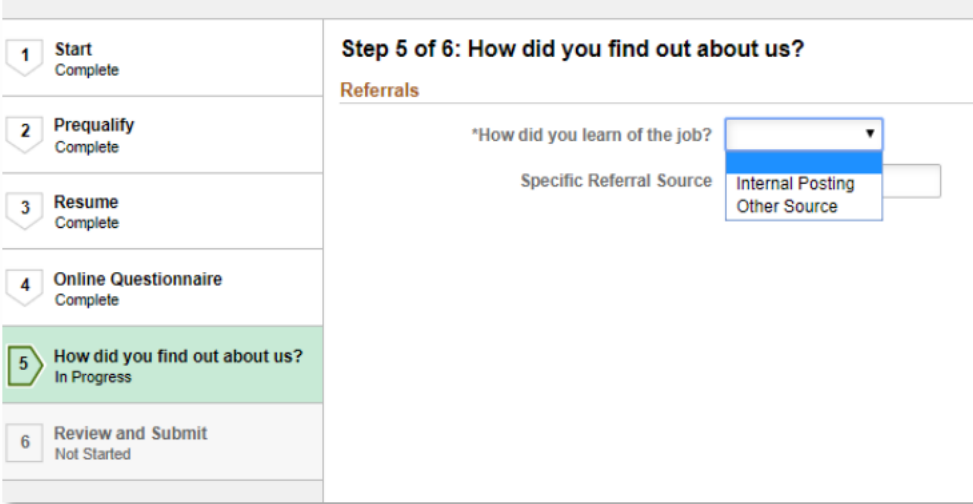

The upload progress is displayed with a green bar and indicates "Upload Complete".

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



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

Instructions	Notes
<p>17. Repeat steps 12-16 to attach your Cover Letter</p>	<p><b>Note:</b> a cover letter is optional unless otherwise mentioned in the posting.</p>  <p><b>Note:</b> You also have the option to Change Cover Letter if required.</p>
<p>18. Click <b>Next &gt;</b></p>	
<p>19. Step 4 of 6: Online Questionnaire – Answer the required questions</p>	 <p><b>Note:</b> You must complete all Open Ended Questions even though you may have answered No to the Questionnaire.</p> <p>In the above example, if you entered No to the question “Have you ever been convicted or found guilty of a criminal offence under which a pardon has not been granted?”, you would simply enter Not Applicable as your open ended question response.</p>
<p>20. Click <b>Next &gt;</b></p>	

Instructions	Notes
<p>21. Step 5 of 6: How did you find out about us – Answer the questions that are displayed</p>	 <p>The screenshot shows a progress bar on the left with six steps: 1 Start Complete, 2 Prequalify Complete, 3 Resume Complete, 4 Online Questionnaire Complete, 5 How did you find out about us? In Progress (highlighted in green), and 6 Review and Submit Not Started. The main content area is titled 'Step 5 of 6: How did you find out about us?' and has a sub-section 'Referrals'. It contains a dropdown menu for '*How did you learn of the job?' and a text input field for 'Specific Referral Source'.</p>
<p>22. Select an item from the list for the <b>How did you learn of the job?</b> field</p>	 <p>This screenshot is identical to the previous one, but the dropdown menu for '*How did you learn of the job?' is open, showing two options: 'Internal Posting' and 'Other Source'. The 'Internal Posting' option is highlighted with a blue background.</p>
<p>23. Click <b>Next &gt;</b></p>	 <p>A rectangular button with a yellow-to-orange gradient and the text 'Next &gt;' in black.</p>

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### 24. Step 6 of 6: Review and Submit – Review all of the summarized steps

Lunch Supervisor - Panorama Hills School - Area 2 - Weekly Hours Category 2

Review your application and make any changes before submitting.

**Step 6 of 6: Review and Submit**

▼ My Contact Information

Email [scowf@city.ab.ca](mailto:scowf@city.ab.ca) Address 3416 Oakland Rd SW Calgary AB T2V 4P5  
Phone 403-919-6795 Contact Method Not Specified [Modify](#)

▶ Prequalify

▶ Resume Attachment

▶ Cover Letter Attachment

▶ Referrals

▼ Application Questionnaire

Have you ever been convicted, or found guilty, of a Criminal Offence under the Criminal Code of Canada or in any other Country for which a pardon has not been granted?

No  
 Yes

2. Given the nature of the duties, can you push, pull, carry and lift up to 50 lbs?

Yes  
 No

3. Do you have experience working with large groups of children?

Yes  
 No

4. As a lunch supervisor, you must be able to work two (2) hours a day, roughly between the hours of 10:30am -1:30pm Monday through Friday (Hours and days may differ depending on school needs). Are you able to accommodate this?

Yes  
 No

5. Are you comfortable in working with children who have challenging behaviours? (Yes or No)

Yes  
 No

[Modify](#)

C

From the above illustration, you can expand each section by clicking on the arrow key (i.e. My Contact Information) to view all of the details relating to the section, including answers to the Online Questionnaire.

Note: You will be able to view the summary of your application, including the resume used and the answers you provided in the Online Questionnaire even after you submit the application through the My Job Application page. Once the application is submitted, you cannot make any changes.

### 25. When you have confirmed all information is correct, click **Submit**

**Note:** A green bar is displayed to indicate that “You have successfully submitted your job application”.

Upon submission you will receive the “Application Received by Calgary Board of Education” email notification.

### 26. Additional Information

**Note:** Clicking Save as Draft (see above) allows you to save your application and proceed to another time. After saving as draft, this message appears:

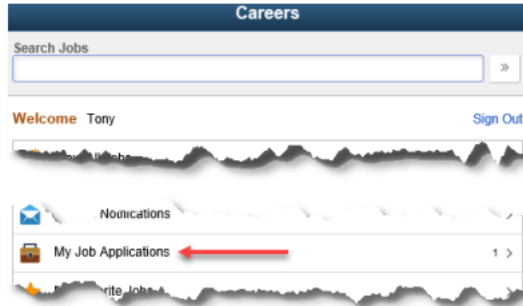


To return to the application process at another time, click “My Job Applications” from the



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Careers page:



Click the arrow button to return to the application process (not shown here). Click the Next button until you get to the In Progress step (not shown here).



**Note:** You can also withdraw your application by clicking on the Withdraw button as per the illustration above.

### 27. Attaching Additional Documents

To attach additional documents (i.e. copies of degrees, certificates, licenses, etc.), do the following:

1. Click on My Job Applications from the Careers page
2. Click the Add Attachment button
3. Select the type of attachment in the Attachment Type field
4. Type title into the Attachment Title field
5. Click Continue
6. Click My Device
7. Select a file and click Open
8. Click Upload
9. Click Done
10. Repeat the above steps for additional documents

For more information go to Insite > Adding Application Attachments – CBE Employees and External Applicants quick reference guide.

For answers to further questions regarding applying for a job, call the HR Employee Contact Centre (ECC) directly at 403-817-7333 or email [ecc@cbe.ab.ca](mailto:ecc@cbe.ab.ca)