

Application Tips for Teachers

Here are a few tips to help guide you through the application process:

To view career opportunities, visit cbe.ab.ca/careers.

Are you a new graduate or new to Alberta? You must apply for an Alberta Teaching Certificate. Visit the Alberta Education website at www.education.alberta.ca for details.

For detailed steps on how to apply, follow the instructions in [Applying for a Job](#).

Review the teacher postings and select one (1) job posting that best matches your skill set and teaching assignment interests. Please only apply to one (1) teaching position.

Your application must include:

- An updated **cover letter and resume** highlighting your professional experience and teaching philosophy.
- Completion of all sections, including:
 - Answers to all **pre-screening questions**.
 - A completed **Teaching Assignment** section indicating your preferred subject areas.
 - Clicking “**Submit**” when all information is correct.

Important: The following documents are **required** to upload after applying:

- All available practicum and/or teaching evaluations.
- When available, a Canadian or Alberta Teaching License.

To upload, go to the “**My Job Applications**” page of your CBE Careers account. For assistance, refer to [Adding Application Attachments](#).

Note: Uploaded reference letters are not required. Applicants considered for hire will be asked to provide emails for recent supervisors in an educational setting.

[Questions?](#)

For assistance, please contact the HR Employee Contact Centre at 403-817-7333.

