



EDMONTON CATHOLIC SCHOOLS

CANDIDATE SUPPORT – How to Register and Apply

You can only register to create a profile when a job opening is available. We do not accept general applications currently. Click the employee group you are interested in applying to and click **CURRENT OPPORTUNITIES**:

1. To Register;
 - a. Click # of Positions Open to see all open positions

Search Openings

Search our positions by selecting a location below. To see all openings sorted by location select "Any". Each job description includes a link for applying and submitting your resume to us online. This is the fastest and most reliable way to be considered for any of our positions.

To see all open positions, click on the "# of Open Positions.



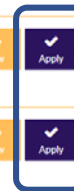
- b. Click **Apply** to the job posting of interest

Sort by: Order:

Coordinator, Special Events
Curriculum & Prof. Learning
Edmonton
Alberta



Emotional Behavioural Specialist
Behavioural Therapy
Edmonton



- c. Enter your **email address, password & re-enter password**, Click →

1. Register

To submit your application, please complete these steps. Fields marked with a red asterisk (*) are required.

Email Registration
Your email address will be used as your login name allowing you to return to our website to update your profile.
If you are a returning applicant, please sign in or reset your password using the Login button.

Email * Password * Re-type new password: *

2. Your Information
 - a. Complete all fields, click →
Note: All fields with asterisks (*) are required





EDMONTON CATHOLIC SCHOOLS

CANDIDATE SUPPORT – How to Register and Apply

2. Your Information

Save Time
Use your resume or LinkedIn Profile to fill in many of the fields on this application form.

Personal Information

Legal First Name*	Legal Middle Name
<input type="text"/>	<input type="text"/>
Legal Last Name*	Street address*
<input type="text"/>	<input type="text"/>
Street Address 2	City*
<input type="text"/>	<input type="text"/>

- b. Click **Save Draft** if you need to leave and return later to finish application, available each step.
- c. Click ← to return to previous step to make changes, click → to move to next step, available each step.

- 3. To apply; Resume and Questions
 - a. Upload Your Resume
 - b. Upload Attachments (optional) – any documents that support your application; cover letter, memberships and educational or professional certificates
 - c. Questions – answer questions presented to get to know you better
 - d. Click →
- 4. Work and Education History
 - a. Add Employment History (optional), click +
 - b. Add Educational History (optional), click +
 - c. Click →
- 5. Certifications/Associations
 - a. Certifications/Associations (optional) – any documents that support your application, click +
 - b. Click →
- 6. Review and Submit
 - a. Application Review - review acknowledgement as a digital signature is legally binding
 - i. Candidate Signature – **enter your name**
 - ii. Candidate eSignature Date – **enter current date**
 - b. Click **Submit**
- 7. Application Complete
 - a. Click **Continue**