Thank you for applying to School District #5 (Southeast Kootenay)

Our Mission Statement: To provide students with equitable, quality, educational opportunities in a safe, supportive environment through the efforts of a caring, professional team in cooperation with students, parents and communities.

About School District 5:

The Southeast Kootenay School District is located in the southeast corner of the province of British Columbia. Our region features spectacular mountain scenery, clean lakes, forested hillsides and wide-open spaces. With an approximate population of 36,000 most people live in the communities of Cranbrook, South Country (Baynes Lake, Grasmere, Elko, Galloway and Jaffray), Fernie, Sparwood and Elkford.

The communities and their surrounding areas are supported by resource based industries such as mining, forestry, tourism, along with other small secondary industries. People enjoy the many natural amenities associated with the environment: fishing, hiking, skiing, cycling and golfing. Cranbrook is the home of the College of the Rockies, and the Kootenay Ice Junior hockey team. Fernie is the proud home of one of the fastest growing ski developments in North America: Fernie Alpine Resort.

In Southeast Kootenay, we set high expectations for our students. Our students thrive in an innovative and academically enriched educational environment. Our caring and supportive school communities value family involvement and foster clear values that build confidence, character, and good citizenship every day. We encourage our students to participate in a wide array of co-curricular activities, and motivate each child to reach his or her individual potential.

New Applicant Account Creation

A potential applicant may view and search open job postings but will be prevented from applying to a job posting until they have created their account.

To create an account, click on the link found on the SD5 career opportunities (if you click on the link, you will be brought to the first page of what positions are available) (or type in the following: https://bc09.atrieveerp.com/postings-sekootenay/Account/Login). At the Sign In page, click the Create an account here

After you have created your account, please complete your profile and answer the questions on the 'general', 'education', etc. pages as you will not be able to submit an application without the information updated and documents attached.

Please note: if you are selected for a position, you will be required to submit for a criminal record check.

Returning User Sign In

External Job Posting

Sign in with your email address and password

Email address [   ]

Password [   ]

☐ Keep me signed in

[**Login**]

Forgot your password?

Don't have an account? Create an account here

External Job Posting

1. In the future, once your account has been successfully created, you may sign back into the External Job Posting system by entering your email address and password and clicking the Login button.
2. If you have forgotten your password you can click on the Forgot your password? hyperlink and enter an email to send the required instructions to, to reset the password.

External Job Posting

Search Postings   Sign In

Forgot your password?.

Enter your email.

Email [   ]

[Email Link]

External Job Posting

On the account registration page, enter your account information (i.e. Name, email address, etc.)

External Job Posting

Search Postings   Sign In

Register
Create a new account

First Name	John
Last Name	Smith
Email address	jsmith@gmail.com
Password	••••••••
Confirm password	••••••••
Time Zone	(UTC-08:00) Pacific Time (US & Canada) ▼
Employment Status	Have never been employed by the district ▼

Register

External Job Posting

Employee Status, select the appropriate option:
- Have never been employed by the district
- Currently employed by the district
- Previously employed by the district

Selecting 'Currently employed by the district' will display a message indicating that the user is not intended to use EJP and should follow the internal application process as outlined by their district (i.e. using Job Posting Web).

Selecting 'Previously employed by the district' will display a new field for the user to enter their last name at the time of previous employment. This will enable the district HR staff to locate the previous employee's record.
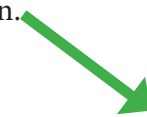
Click Register, and the My Profile page will display.

My Profile – Personal Info

Before applying to a job posting, applicants must complete their profile. The first page in this process is the Personal Info page. Here you can enter your basic demographic information.

*all fields marked with a red asterisk are required and must be filled in.

External Job Posting

Search Postings   Profile   Dashboard   Sign Out

My Profile

Before applying to a job offering, you must complete your Applicant Profile.

Personal Info

Personal Info

Save

Salutation	Mr.	* Phone Number 1	(555) 123-4567 ☐ Unlisted
* First Name	John	Phone Number 2	☐ Unlisted
* Last Name	Smith	* Email	jsmith@gmail.com
Middle Name		* Street Address	123 Happy Street
Birth Date	1990-10-03 yyyy-mm-dd	* City	Anywhere
Preferred Name		* Province	British Columbia
		* Postal Code	V0X 0X0

* Required Field

External Job Posting

1. Enter personal demographic information; all fields marked with a red asterisk are required and must be filled in.
2. Once complete click Save. The page will refresh and additional tabs will display to be filled in as applicable. (see example below)
3. Click on the tabbed page you want to navigate to or select the Back or Next button to move through the pages.

Personal Info	General Questions	Teacher Questions	Education	Work/Practicum Experience	References (3 required)	Subjects & Levels	Attach D

My Profile – General

Please answer all the questions on the General Questions page.
To select more than one option, please click the control/command key. On some questions, only Yes or No will be required.

*all fields marked with a red asterisk are required and must be filled in.

| Personal Info | General Questions | Teacher Questions | Education | Work/Practicum Experience | References (3 required) | Subjects & Levels | Attach ▸ |

General Questions

Save

* **In which zones would you be able to cover? (press control/command key to select more than one)**

  Cranbrook
  Elk Valley
  Both

* **What kind of employment would you prefer? (press control/command key to select more than one)**

  Full Time
  Part Time
  On Call/Casual

* **What would be your preferred age groups to work with? (press control/command key to select more than one)**

  Elementary K to 6
  Middle 7 to 9
  Secondary 10 to 12
  French Immersion K to

* **Do you have Grade 12 or GED equivalent?**   Yes

* **Do you have a valid First Aid Certificate?**   No

When does your first aid certificate expire?

A copy of your valid first aid certificate should be uploaded to your profile, when applying to positions that require first aid.

* **Do you have a driver's licence?**   Yes

What driver's licence class do you hold?   Class 1

A copy of your drivers licence maybe requested when applying for positions that require a drivers licence.

Having problems with information not showing up? Please try using Internet Explorer or Google Chrome

My Profile – Teacher Questions

This section of questions is only intended for applicants applying for teaching positions. **If you are applying for support or casual work, please skip this tab.**

Please note, certificates and transcripts, will be required to be uploaded in the 'Attach Documents' tab.
If you said Yes to having a Major, please complete the questions for course name and description, subject and level and university name. Also, please choose the Bachelor of Education Level (Elementary, Middle, Secondary). There is limited space, please answer as precisely as possible (eg. Provide Course Name, Number and Description: Math 1560 Calculus I)

*all fields marked with a red asterisk are required and must be filled in.

Teacher Questions   [Save]

* **Do you have a certificate number with the TRB?**	YES ▾
TRB Certificate Number	[ ]

A copy of your TRB Certificate should be uploaded to your profile

In order to be hired as a teacher in BC, you must hold a valid TRB Certificate. To obtain a Certificate, please visit the TRB website

Do you have a TQS Card?	Yes ▾

A copy of your TQS Certificate should be uploaded to your profile

Do you have a Major?	Yes ▾

If you answer yes, please provide the 300 and 400 level course numbers and descriptions

Provide Major Name	[ ]
Provide Course Name, Number and Description	[ ]
Provide Major Name	[ ]
Provide Course Name, Number and Description	[ ]
Provide Major Name	[ ]
Provide Course Name, Number and Description	[ ]
What is your Bachelor of Education Level?	Elementary Middle

Having problems with information not showing up? Please try using Internet Explorer or Google Chrome

My Profile – Education

There is limited space, please answer as precisely as possible (eg. Name of Institution: University of Victoria). There is room for three examples. All other experience can be supplied on your resume.

*all fields marked with a red asterisk are required and must be filled in.

Personal Info   General Questions   Teacher Questions   Education   Work/Practicum Experience   References (3 required)   Subjects & Levels   Attach D ▶

Education

Save

Teachers, please complete the subject and level section in your profile (in the Attach Document menu bar)

MOST RECENT

* **Name of Institution***

* **Program***

* **Degree or Certification (if completed)***

* **Date Completed***

OTHER

Name of Institution

Program

Degree or certification (if completed)

Date Completed

OTHER

My Profile – Work/Practicum Experience

There is limited space, please answer as precisely as possible (eg. Job Description: title or position held). For Teaching positions, we are looking for your practicum and/or other positions held.
There is room for your three most current work/practicum experiences but only require your latest job experience. All other experience can be supplied on your resume.

| Personal Info | General Questions | Teacher Questions | Education | Work/Practicum Experience | References (3 required) | Subjects & Levels | Attach [|

Work/Practicum Experience

Save

We require your most recent employer. We will refer to your resume for additional work experience.

MOST RECENT

Position*

* Start Date*

End Date*
if applicable

Employer Name*

Location*

Job Description*

My Profile – References

It is imperative for you to supply three professional references to be considered for a position with SD5. If you have reference letters, you can attach them in the 'Attach Document' tab.

*all fields marked with a red asterisk are required and must be filled in.

| Personal Info | General Questions | Teacher Questions | Education | Work/Practicum Experience | References (3 required) | Subjects & Levels | Attach D |

References (3 required)

Save

REFERENCE 1

* **Name** [   ]

* **Title or Position Held** [   ]

* **Phone Number** [   ]

REFERENCE 2

* **Name** [   ]

* **Title or Position Held** [   ]

* **Phone Number** [   ]

REFERENCE 3

* **Name** [   ]

* **Title or Position Held** [   ]

* **Phone Number** [   ]

* Required Field

My Profile – Subjects & Levels

Applicants can enter subject and level information which will be made available to the hiring manager when they review applications.

1. Select the category, options include: Teacher, Support or Specialized Subjects.
2. Select the applicable subject for the selected category. The subject listing is specific to School District #5. Note that you must select a category first before you can select a subject.
3. Click add, and the entry will be added to the grid. The user may continue to enter subject and level information, if applicable.
4. To remove an entry from the grid click the remove icon.

| Personal Info | General Questions | Teacher Questions | Education | Work/Practicum Experience | References (3 required) | Subjects & Levels | Attach D |

Subjects & Levels

Category	-- Select -- ▾
Subject	-- Select -- ▾
Level(s)	-- Select --

Add

Category	Subject	Level	Remove
Support	Clerical	Not Applicable	—

|◄ ◄ **1** ► ►| 1 - 1 of 1 items

School District No. 5 (Southeast Kootenay) has 17 Schools serving the communities of Cranbrook, Jaffray, Fernie, Sparwood and Elkford

My Profile – Attach Documents

The applicant can upload supporting documents to be included with future applications (for example a resume, cover letter, teaching certificate, first aid certificate, Red Seal, etc). Files must be a maximum of 4 Mb and in one of the following formats:
.txt; .doc; .pdf; .rtf; .xls; .xlsx; .jpg; .jpeg; .tif; .png; .gif; .bmp; .docx

Attach Documents

Click Upload Document to select the documents to include with your application; resume, cover letter, etc.

[Upload Document]

Documents

Document	Remove
John Smith Cover Letter.docx	–
John Smith Resume.docx	–
John Smith Teacher Certificate.docx	–

|◄ ◄ **1** ► ►|

1. To attach a document click Upload Document.
2. The "choose file window" will open where you can browse for and select a document to upload.
3. Uploaded documents will display in the grid.
4. To remove a document from the grid listing, click the remove icon.

Congratulations! You can now search and apply for postings!

Searching Postings

A potential applicant can navigate to the Search Postings page to search and view open job postings and if the applicant's profile is complete they can apply to job postings.

1. To search open job postings click on Search Postings
2. Enter search criteria (by default all open postings display):
   ▪ Description – keyword search, looks for words anywhere in the Description field.
   ▪ Job Type – select a job type, for example 'Continuing Full Time', 'Continuing Part Time' or 'Temporary'
   ▪ Job Category – select a job category, for example 'Teacher' or 'Support Staff'
   ▪ Location Type – select a location type, for example 'Elementary School' or 'Middle School
   ▪ Location – select one or more locations to search on
   ▪ Posting Date – select the posting date range, for example, 'All Postings', 'Last 7 Days' or 'Last 2 weeks'
3. Click Search and the search results grid will refresh to only display those postings that match the entered search criteria.
4. Click Reset if you would like to reset the search results grid back to the default (i.e. display all open postings).
5. To navigate through the posting list click on the right or left arrow in the paging control below the grid.
6. To view the details of a job posting click on the Posting No. link

External Job Posting

Search Postings   Profile   Dashboard   Sign Out

Search Postings

Description:	Enter a keyword	Loc Type:	All Types	Posting Date:	All Postings
	⊗	Location:	All Locations ×		
Job Type:	All Types				
Job Cat:	All Categories ×				

Search   Reset

Search Results

Posting No.	Category	Type	Description	Location	FTE/Hours	Posting Date	Closing Date
T1617-026	Teachers	Continuing	Teacher Posting Allan Watson	Allan Watson Middle School.	1.00	17 Oct 2016	27 Oct 2016 9:00 AM

Posting Details

The Posting Details page lists the job description and requirements as well as details about the position start date, end date (if applicable) and FTE/Hours,. A registered applicant can apply to the posting or bookmark it for review at a later time.

Note that if you select a posting that you have already applied to, a message will display and the Apply to Posting button will be hidden.

Posting Details - T1516-128

< Return to previous page

Posting # T1516-128	**Description** Grade 6/7/8 French Teacher	[Apply to Posting] [Bookmark] [Print]
Posting Date 17 Oct 2016	**Location** Allan Watson Middle School.	
Posting Close Date 18 Nov 2016 3:00 PM	**Start Date** 01 Jan 2017	
Category Teachers	**End Date** 30 Jun 2017	
Type CONTINUING PART TIME	**FTE/Hours** 1.00	

Job Description & Requirements

Seeking a French teacher for an immediate start. The suitable candidate should have at least 3 years minimum teaching experience in a private or public school. Teacher must be a member of the BC College of teachers in good standing. The candidate must also be fluent in both French and English.

We would like to thank all of our candidates for their interest, but we will only be contacting suitable candidates for this position.

Position

Expand | Collapse

Position	Location	Start Date	End Date	FTE / Hours	Rate
▸ Regular Class (El)	Allan Watson Middle School.	01 Jan 2017	30 Jun 2017	1.00	0.00

External Job Posting

1. To apply to the posting click on the Apply to Posting button.
2 To bookmark the posting click on the Bookmark button.
3. To print the posting click on the Print button and a new browser window will open. Use your browsers print option to print the posting details.

Submitting your Application

Posting Details: T1516-128

< Return to previous page

Posting # T1516-128

Description Grade 6/7/8 French Teacher

Submit Application

Posting Date 17 Oct 2016

Location Allan Watson Middle School.

Posting Closing Date 18 Nov 2016 7:00 AM (PST)

Start Date 01 Jan 2017

Category Teachers

End Date 30 Jun 2017

Type Continuing Part Time

FTE/Hours 1.00

Documents

Please upload your resume, cover letter and teacher's certificate.

Upload Document

Document	Remove
John Smith Cover Letter.docx	—
John Smith Teacher Certificate.docx	—
John Smith Resume.docx	—

|◄ ◄ 1 ► ►|

External Job Posting

1. If you have previously uploaded documents as part of the account creation process, those documents would display on the Submit Application page.
2. To upload a document click on the Upload Document button.
3. Drag one or more files into the window to upload them or use the Select files button.
4. Selected documents will display in the documents grid.
5. To remove an uploaded document click on the remove (minus sign) icon.
6. To submit the application click the Submit Application button
7. To return to the Application Details page click on the Return to previous page.

Document Upload ×

Drag one or more files into the window to upload them or use the Select button

Select files...
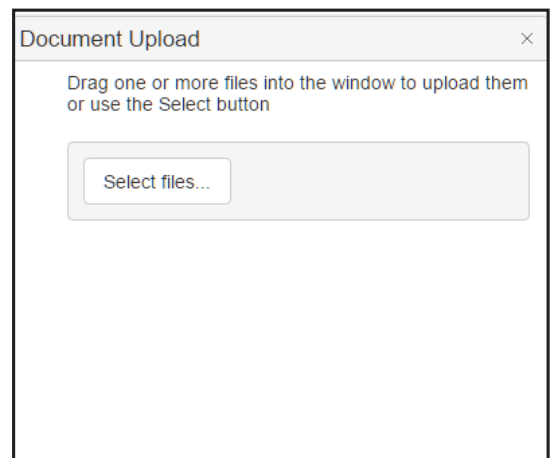
Submit Application Confirmation.

Once an application is submitted the confirmation page will display and provide you with your confirmation number.

Click on Withdraw Application if you would like to withdraw your application. Note that an application may be withdrawn up to the posting close date, unless the application is under review by the hiring manager.

Applicant Dashboard

Applicants can bookmark postings they are interested in to return to later and apply. They can also view the postings to which they have applied

1. Click the Dashboard in the top right hand corner to view submitted applications and bookmarked applications.

2. To review any submitted applications or bookmarks, click on that item.

This is also where you can change your password or timezone.

ASK HR

- Assignments
- Absences
- Leave Requests
- Confirmation Letters
- Postings

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250-417-2065

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