

Purpose

This guide explains the basic steps on how to apply for a job in with the Calgary Board of Education (CBE) for external applicants broken into six sections:

- [CBE Career Opportunities](#)
- [New Job Seekers Registration](#)
- [Returning Job Seekers](#)
- [Finding a Job Posting](#)
- [Uploading Your Résumé](#)
- [Completing Your Application Details](#)

If you are a current CBE employee, access the [Applying for a Job – CBE Employees](#) Quick Reference Guide (QRG) in the [HR Learning Centre](#).

CBE Career Opportunities

1. For external applicants, career opportunities can be found on the CBE website. From the CBE home page (www.cbe.ab.ca), click the Careers link in the banner (Figure 1)

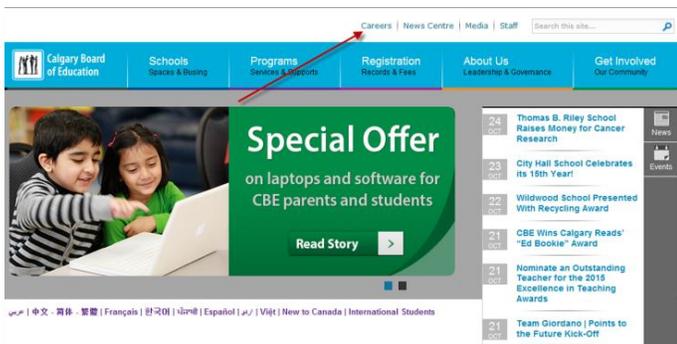


Figure 1

2. The Careers Page displays. You have two options to find jobs: Click the **Learn More** button under either the **Teach with Us** or **Support, Technical & Professional Careers** sections (Figure 2)

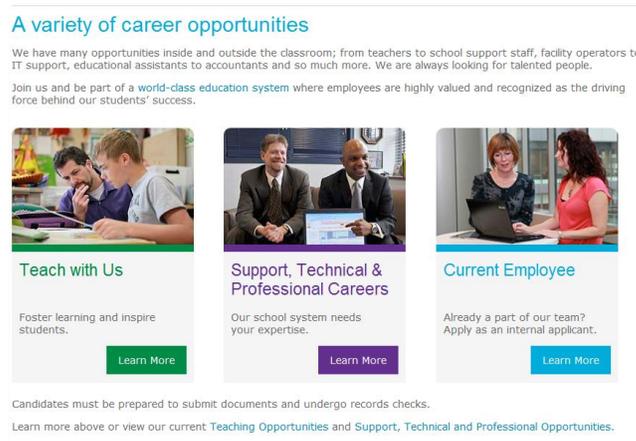


Figure 2

3. Depending on your choice, the **Teaching Careers** (Figure 3) or **Non-Teaching Careers** (Figure 4) page will display

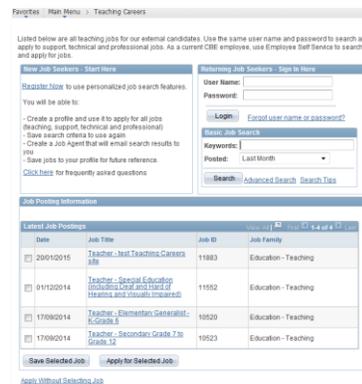


Figure 3

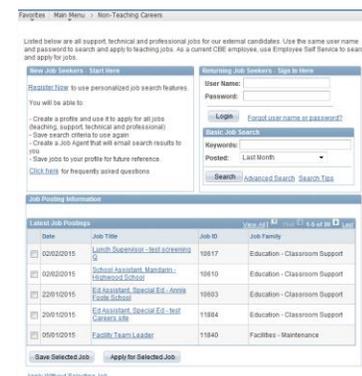


Figure 4

If this is your first time to the site, follow the [New Job Seekers Registration](#) steps. If you have already registered on the site, follow the [Returning Job Seekers](#) steps.

New Job Seekers Registration

1. As a new job seeker, click the **Register Now** link under the **New Job Seekers – Start Here** section on the left side of the page (Figure 5)



Figure 5

2. On the **Enter Registration Information** page, enter a user name and password
 3. Read all of the **Terms and Agreements**, then click the checkbox next to **I Agree**.
 4. Click the **Register** button
 5. The **Careers Home** page opens
- Next, move to the [Finding a Job Posting](#) section.

Returning Job Seekers

1. For returning job seekers, enter the user name and password you created for the site and click the **Login** button (Figure 6)



Figure 6

2. The **Careers Home** page opens
- Next, move to the [Finding a Job Posting](#) section.

Finding a Job Posting

1. From the **Careers Home** page, find the job to which you want to apply under the **Latest Job Postings** section
2. Click the job title hyperlink to open the job description (Figure 7)



Figure 7

3. Review the job description. To apply for the position, click the **Apply Now** button (Figure 8)



Figure 8

Uploading Your Résumé

1. The **Choose Résumé** page displays (Figure 9).

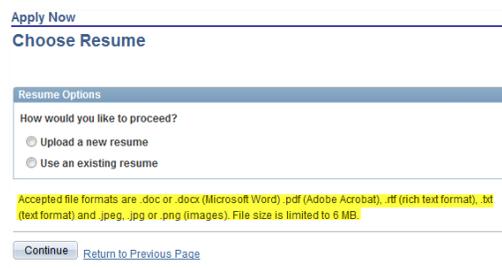


Figure 9

2. You can either upload a new résumé or use an existing résumé (Figure 9). Steps for an existing résumé start step 3, new résumé start step 5

Note: You will not be able to move forward, unless a file in the accepted format is uploaded (the highlighted text in Figure 9)

3. To use an existing résumé, select **Use an existing résumé** radio button

- The **Résumé to Use** option appears to the right of the radio button (Figure 10). Select the résumé from the list. Move to Step 9 on Page 3

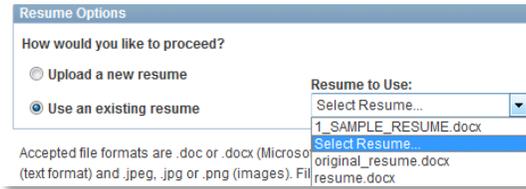


Figure 10

- To use a new résumé, select the **Upload a new résumé** radio button

Note: for applicants who have not saved a résumé to the CBE careers site, **Use an existing résumé** radio button will not appear.

- Click the **Continue** button
- From the **File Attachment** window (Figure 11), click the **Browse** button to locate the résumé you will be using



Figure 11

- Click the résumé intended for the position
- Click the **Upload** button (Figure 11)
- The **Enter Resume Text** page displays with the résumé you attached showing. Click the **Continue** button
- The **My Profile** page displays (Figure 12)

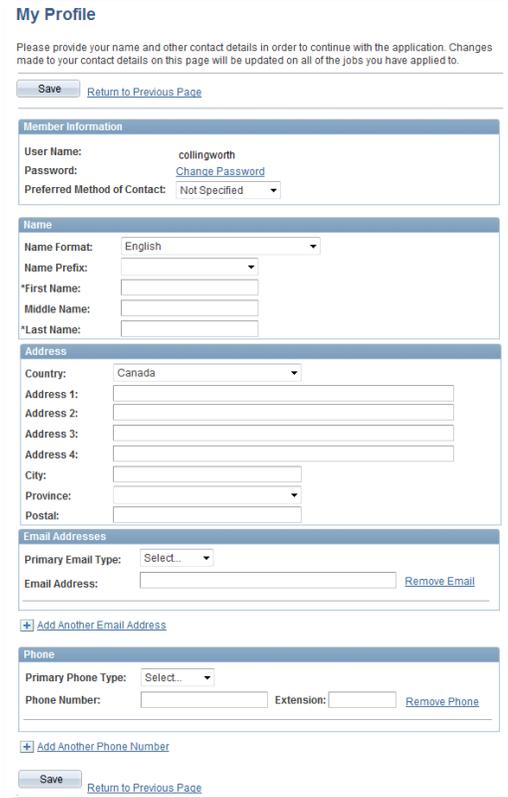


Figure 12

- Complete all the details on the page to ensure the Recruitment team can contact you
- Click the **Save** button

Completing Your Application Details

- The **Pre-Application Questionnaire** page displays. Review the eligibility notice and respond to the **Application Questionnaire** and the **Terms and Agreements** sections. Example questionnaire in Figure 13

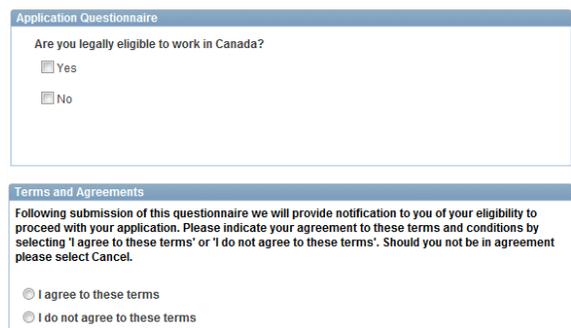


Figure 13

- When finished, click **Continue**

3. The **Pre Screening Results** page displays indicating a successful pre-screening. Click **Continue**
4. The **Complete Application** page displays. You need to review and/or complete all of the application pages indicated (Figure 14) to successfully submit your application



Figure 14

Note: the **Submit** button will remain grayed out until all of the application pages are completed

5. In the **Education and Work Experience** section, review each of the subsections Degrees, Diploma/Certificate, Professional Designation, Licenses & Certifications and Language Skills. Teachers also include Teaching Assignments.
 6. There are three actions available in each subsection:
 - a. To Add: click the  graphic
 - b. To Edit: click the title hyperlink (i.e., [Bachelor of Education](#))
 - c. To Delete: click the  graphic
 7. When all the information is accurate, click the **Save as Draft** button at the bottom of the page
 8. To move to the next section, click the [Next](#) hyperlink
 9. The **Online Questionnaire** page displays. Answer all the application questions. **Note:** With open ended questions, you can spell-check your entry by clicking the  graphic
 10. When all application questions are answered, click the **Save as Draft** button and then click the [Next](#) hyperlink
 11. The **References** page displays. If you want to include references with your application, click the  graphic to open the **Add Reference** page
 12. Complete all of the fields needed for the Recruiter to be able to reach the reference. You must always completed all required fields – marked with an * (asterisk)
 13. When finished, click the **Save & Return** button. If you have more than one reference, click the **Save & Add More** button
 14. At the bottom of the page, complete the **Referral Information** section indicating how you learned of the job
 15. Your application is now ready to submit. Click the **Save as Draft** button. **Important:** Take time to review all three sections, **Education and Work Experience, Online Questionnaire and References** to ensure the information, spelling and grammar are correct
 16. When you have confirmed the accuracy of all entries, click the **Submit** button
- Important:** Click the submit button only once and allow a few seconds for the application to be accepted. If you click the submit button multiple times, you will receive an error message and your résumé will not be properly submitted. Likewise, when you use an older version of Safari, the same error message may also display.
17. The **My Applications** page displays indicating you have successfully submitted your application with the application you just completed showing in the **Applications in Progress** section. You will receive an e-mail confirming that your application was received
 18. To upload a Cover Letter, click the **My Career Tools** link
 19. Click the **Add Attachment** link under the **Cover Letters and Attachments** section
 20. Indicate the attachment type from the first field (Figure 15). The attachment purpose is optional

Figure 15

21. Click the **Add Attachment** link and then browse for the cover letter remembering to use an acceptable format
22. Click the **Save & Return** button. If you have more than one attachment, click the **Save & Add More** button
23. On the **Career Tools** page, your cover letter will display

That completes the steps on how to apply for a job as an external applicant. **Note:** To check your application status at any time, go to **My Career Tools** and look under the **Application Status** column.

Where to go for Help

For questions about applying for a job as an external applicant, call the Employee Contact Centre at 403-817-7333.