

TEACHER Application Guide



Submitting your application

For information about becoming a teacher with Edmonton Public Schools, visit epsb.ca/careers. That's where you can download the *Teacher Application for Employment* form and the *Mandatory Applicant Disclosure* form. Complete the forms and email the required documents listed below to hrteacher@epsb.ca.

Document checklist

Have you attached the following to your application email?

- Teacher Application for Employment**
- Mandatory Applicant Disclosure**
- student-teaching reports or your most recent formal teaching evaluation**
- all post-secondary transcripts**
- two signed and dated reference letters**

You can include the following documents, but they're not required until you are offered employment:

- copy of a valid Alberta Teaching Certificate**
- copy of a Teacher Qualification Service (TQS) statement of qualifications**

We're eager to learn about the abilities and experiences you can bring to our classrooms. To make sure your teacher application reflects everything you have to offer, review this application guide and carefully complete your *Teacher Application for Employment*.

What happens after you apply

Confirming your application

When you submit your application, we'll reply with an email to confirm we've received it. If any documents are missing, we'll send another email to let you know which documents are still required and how to submit them.

We only consider applications that are complete.

Applicant screening and interviews

Our Human Resources consultants screen all complete applications. Once we've reviewed your application, we'll send an email that tells you if we've denied your application or retained it for further consideration. We usually send that email within four to six weeks, but it may take longer during high-volume times.

From there, we contact qualified applicants for initial interviews based on District staffing needs and application strengths.

Joining our teaching pool

Edmonton Public Schools recruits to a pool of teaching applicants. We refer qualified applicants to principals from that pool when vacant positions are identified.

If your initial interview and reference checks are successful, we'll let you know by email when we add you to the teacher applicant pool. That's when you can also request to work as a substitute teacher.

Joining a school

We refer applicants to principals based on information provided from the screening, interview and reference-check process. Principals review that information and interview applicants to make the final hiring decision. Do not contact or submit applications to individual schools.



Updating your application file

It's important to keep your information up to date after you've sent in your application. Otherwise, we might not be able to reach you for employment opportunities. Let Human Resources know if your contact information or availability for work changes by emailing hrteacher@epsb.ca.



Working with us

When you are offered teaching employment, we'll ask you to provide:

- **your Social Insurance Number**
- **a copy of your Birth Certificate**
- **a copy of your Alberta Teaching Certificate**

You must have a valid Alberta Teaching Certificate to work as a teacher.

To learn about Alberta's teacher-certification process, visit education.alberta.ca, contact the Office of the Registrar at Alberta Education at 780-427-2045 or email teacher.certification@gov.ab.ca.

- **your Teacher Qualifications Service (TQS) statement of qualifications**

The Teacher Qualification Service (TQS) is the agency in Alberta responsible for evaluating teachers' years of education for salary purposes. When you're employed as a teacher, you must provide us with a TQS statement of qualifications or confirmation you've applied for a TQS statement.

Find information about TQS statements at teachers.ab.ca, by calling 780-447-9400 or emailing tqs@ata.ab.ca.

For more information

If you have questions or need assistance, contact:

Human Resources Consulting

Edmonton Public Schools

Centre for Education

1 Kingsway NW

Edmonton AB T5H 4G9

T 780-429-8245

E hrteacher@epsb.ca

W epsb.ca/careers

Edmonton Public Schools is committed to excellence and hires based on merit. We value diversity and welcome applications from all qualified individuals.

A few more facts

Contracts

Employee contracts are between teachers and Edmonton Public Schools and not for a specific school or teaching assignment. If you are offered a contract before the school year starts, you might not find out your specific school assignment until school begins.

Salary

The salary grid is set through collective bargaining between Edmonton Public Schools and the Alberta Teachers' Association.

Your place on the salary grid is determined by the Teacher Qualifications Service (TQS) evaluation and verification of your teaching experience.

All Edmonton Public Schools employees are paid by electronic bank deposit.

Benefits

All staff are enrolled in the Alberta School Employee Benefit Plan. We offer excellent and flexible benefits packages that include life insurance and disability insurance, vision and dental-care coverage and comprehensive health-and-wellness benefits and supports.

Personal information

All personal information is collected in accordance with the *Freedom of Information and Protection of Privacy Act*, the *Alberta School Act* and board policies of Edmonton Public Schools.

Personal information is collected from applicants only to determine suitability, eligibility or qualifications for employment with Edmonton Public Schools.

Your personal information may be entered into an applicant-tracking database, so it can be accessed as needed to find applicants suitable for vacant positions. All applications are retained by Edmonton Public Schools for a minimum of one year.

The information you provide in your application is reviewed only by people involved in our recruitment and selection process. That could include Human Resources staff, District administrators and interview-panel members.

The information in your application will be secured within Human Resources at the Centre for Education unless it's required off-site during the recruitment and selection process.