

CUSTODIAL Application Guide

We're eager to learn about the abilities and experiences you can bring to Edmonton Public Schools. To make sure your custodial application reflects everything you have to offer, review this application guide and carefully complete your *Custodial Application for Employment*.

Apply online

For information about joining the custodial staff at Edmonton Public Schools, visit epsb.ca/careers. That's where you can review the documents you need and apply for custodial work.

When you're ready to apply, you'll need to create an applicant account. You can use that account to search available positions, submit job applications and sign up for job alerts.



To help us keep track of your information and review applications more efficiently, we can only accept online applications.

Document checklist

Have you uploaded the following with your application?

- an updated resume
- cover letter (optional)
- Custodial Application for Employment*
- Mandatory Applicant Disclosure*

If you have the following documents, include them with your application:

- copies of certificates or licenses related to your job application



Updating your contact information

It's important to keep your information up to date after you submit your application. Otherwise, we might not be able to reach you for employment opportunities. If you need to update your contact information, go to epsb.ca/careers and sign in to your applicant account.

What happens after you apply

Confirming your application

After you submit your application, we'll reply with an email to confirm we've received it.

We only consider applications that are complete, so make sure you submit all the required information and documents.

Applicant screening and interviews

Human Resources screens all complete applications. From there, we contact qualified applicants for interviews based on our staffing needs and the strength of each application.

Taking the next steps

Once we've interviewed you and checked your references, we'll schedule a custodial pre-placement assessment to help make sure you're able to carry out the normal daily activities required for a custodial job. The assessment will check your physical ability to do light and heavy-duty custodial work such as standing, reaching, balancing, carrying and more.

After that, it's time to apply for your police information check.

If both of these checks confirm you can work at Edmonton Public Schools, congratulations and welcome to the team!

Making an offer

You've got the qualifications we're looking for. Next, we'll contact you to:

- add you to our custodial supply pool or
- offer you the permanent position you applied for

Joining our custodial supply pool

We contact staff who are part of our custodial supply pool to fill temporary custodial jobs in schools and buildings around our Division. If you join our supply pool, we'll contact you for on-call jobs that fit your qualifications and availability.

You'll also be able to apply for temporary and permanent positions that are posted internally for Edmonton Public Schools staff and jobs that are advertised publicly.



Working with us

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

- **government-issued photo identification (a driver's licence or passport)**
- **your Social Insurance Number or temporary Social Insurance Number and Canada work visa**
- **your birth certificate or Alberta Health Services card**
- **your bank-account information to set up direct deposit**

For more information

Human Resources Consulting [E hrbusiness@epsb.ca](mailto:hrbusiness@epsb.ca)
 Edmonton Public Schools [W epsb.ca/careers](https://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

Salary

All custodial staff are paid as outlined in the collective agreement between Edmonton Public Schools and the Canadian Union of Public Employees (CUPE) Local 474.

All Division employees are paid electronically through direct deposit.

Benefits

Many custodial employees are eligible to enroll in the Alberta School Employee Benefit Plan. We offer excellent and flexible benefits packages that include life insurance, dental-care coverage and comprehensive health-and-wellness benefits and supports. When you start as a supply employee, you have an opportunity to buy your own health benefits. As a permanent custodial employee, your benefits will expand to include some employer-paid benefits and you may be eligible to join the pension plan.

Personal information

Edmonton Public Schools is committed to protecting your personal information.

We follow the rules set out in our board policies and in the *Freedom of Information and Protection of Privacy Act* and the *Alberta School Act*.

When you're applying to work for the Division, we only collect your personal information to determine whether you're suitable, eligible and qualified to work with Edmonton Public Schools.

We keep all applications for at least 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, Division 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.