

# SUPPORT STAFF Application Guide

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

## 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. If you have applied for an administrative assistant or clerical position, we'll also ask you to demonstrate your technical abilities on some basic computer programs.

### Taking the next step

Once we've interviewed you and checked your references, it's time to apply for your police information check.

If that check confirms 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 support staff supply pool or
- offer you the permanent position you applied for

### Joining our support staff supply pool

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

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



## Apply online

For information about joining the support staff at Edmonton Public Schools, visit [epsb.ca/careers](https://epsb.ca/careers). That's where you can review the documents you need and apply for support staff positions.

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)
- Support Staff 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
- copies of practicum evaluations, if you have participated in any practicum placements for certificate or diploma programs



## 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](https://epsb.ca/careers) and sign in to your applicant account.



## Working with us

When you are offered support staff 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 support staff are paid as outlined in the collective agreement between Edmonton Public Schools and the Canadian Union of Public Employees (CUPE) Local 3550.

All Division employees are paid electronically through direct deposit.

### Benefits

Many support staff 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 support staff 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 *Education 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.