

Welcome to Fort McMurray Public School District's Job Connect Site

Please click on **View** to read the details of the job posting that you are interested in.

When you are ready to apply for a posting click the yellow **Apply** tab and sign into the site.

The screenshot shows a web browser window displaying the CIMS Job Connect website. The page header includes the Fort McMurray Public Schools logo and the text 'Job Connect Powered by CIMS'. Below the header, there are filters for 'Select Position' (All Positions) and 'Select Location' (All Locations), along with a checkbox for 'Limit to Open Postings ONLY'. A table of job postings is displayed with columns for 'View Posting', 'Posting', 'Position', 'Apply to Posting', 'Description', 'Location', 'Posting Date', 'Deadline Date', and 'Status'. The 'Apply' buttons are highlighted in yellow. A sidebar on the left contains links for Adobe Reader, browser settings, and various agreements.

View Posting	Posting	Position	Apply to Posting	Description	Location	Posting Date	Deadline Date	Status
View	GRT10061	Teacher	Apply	TEACHER - Grades K-8 MUSIC/FINE ARTS	GREELY ROAD SCHOOL	March 23,2010	March 29,2010	Open
View	DFT10058	Teacher	Apply	TEACHER - ENGLISH LANGUAGE ARTS GRADES 2 & 2/3,	DICKINSFIELD SCHOOL	March 19,2010	March 25,2010	Open
View	WWT10059	Teacher	Apply	TEACHER - OFF CAMPUS PROGRAM COORDINATOR	WESTWOOD HIGH SCHOOL	March 19,2010	March 25,2010	Open
View	WWT10060	Teacher	Apply	TEACHER - ENGLISH LANGUAGE ARTS 10-11, ENGLISH 9	WESTWOOD HIGH SCHOOL	March 19,2010	March 25,2010	Open
View	DCC10144	Educational Assistant	Apply	EDUCATIONAL ASSISTANT - BAND 1	DR. CLARK PUBLIC SCHOOL	March 19,2010	March 25,2010	Open
View	DCC10146	Educational Assistant	Apply	EDUCATIONAL ASSISTANT - BAND 4	DR. CLARK PUBLIC SCHOOL	March 19,2010	March 25,2010	Open
View	DFC10145	Educational Assistant	Apply	EDUCATIONAL ASSISTANT - BAND 3	DICKINSFIELD SCHOOL	March 19,2010	March 25,2010	Open
View	FSC10147	Educational Assistant	Apply	EDUCATIONAL ASSISTANT - BAND 3	FRANK SPRAGINS HIGH SCHOOL	March 19,2010	March 25,2010	Open
View	RECALL 2010 SEC	Secretary	Apply	RESUME COLLECTION SITE FOR 2010/2011 RECALL Internal RESUME	DISTRICT OFFICE	March 18,2010	May 01,2010	Open

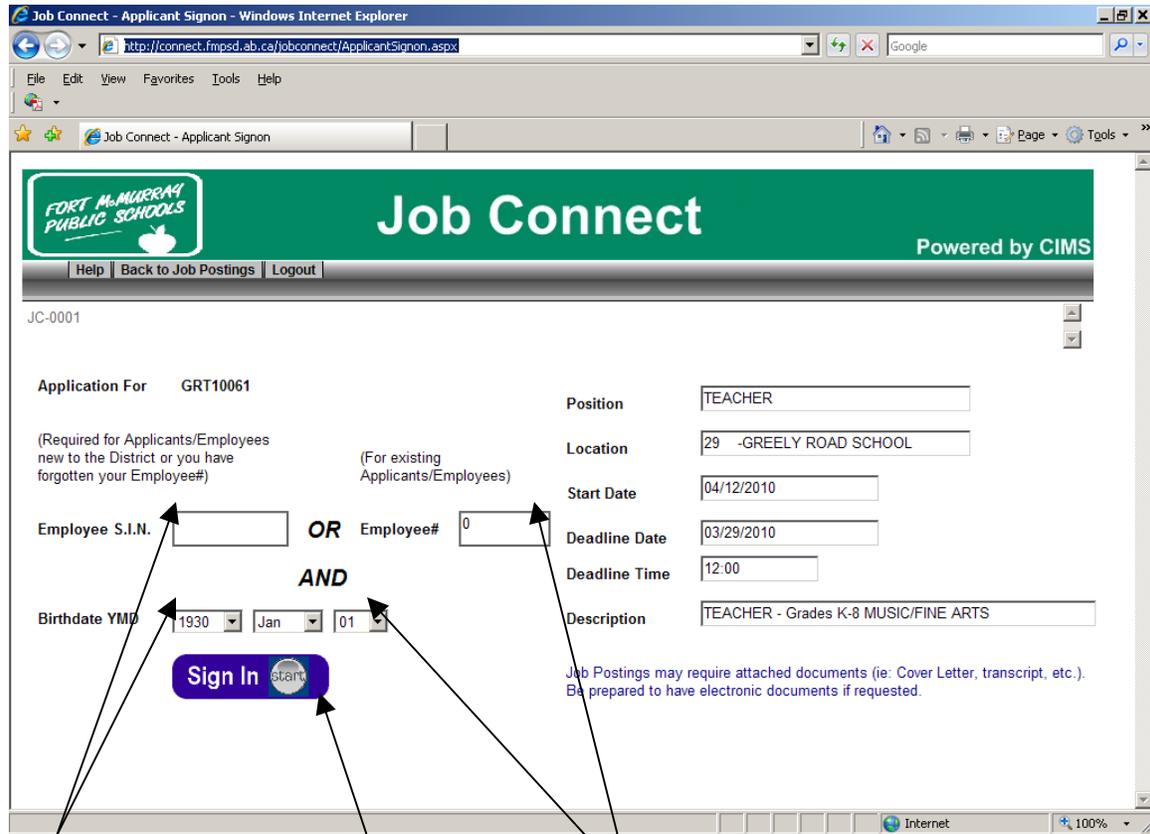
Click here to **view** the posting particulars.

Click the yellow **Apply** tab to apply to this posting.

Deadline date for posting

Internal Applicants: You will sign in using your employee number and birth date.

External Applicants: You will sign in using your SIN number and birth date.



External applicants sign in using your SIN number & birthdate.

Internal applicants sign in using your employee number (leave the zero) & birthdate.

Click the purple 'Sign In' tab

Once you have signed in you will come to your main page.

New applicants will have to fill out the information on this main page by all the red asterisks. If you want an email confirmation of your application you will have to fill in the email address as well.

Internal applicants will see that their information is already filled in. If you need to make changes to your address or phone number you can do it here or in Employee Connect. Make sure you click the purple 'Save' tab if you make changes.

The right side of the screen has the word '**Required**' in red. This list tells you what is required in order to apply for this position. You will need to read the **Instructions** and **Declaration** first. Usually you will have to supply 3 references, a resume and cover letter. Some postings may require certificates and transcripts.

Job Connect - Application Main - Windows Internet Explorer
http://connect.fmpsd.ab.ca/jobconnect/ApplicantMain.aspx

Fort McMurray Public Schools Job Connect - Applicatio...

Job Connect

Powered by CIMS

Main Page | Instructions | Declaration | Skills | Education | Experience | References | Attachments | Back to Job Postings | Logout

JC-0002

Application For: GRT10061 TEACHER - Grades K-8 MUSIC/FINE ARTS

(Used for access to apply online) TEACHER 29 -GREELY ROAD SCHOOL

Employee# 2008597 Birthdate MDY 05/09/1986 Remember Me

Last Name: DOE * First: JANE * Middle: *
Legal First Name (if different): Prefix:

Address: 231 HARDIN ST. *
 Address Restricted

City, Province(State): FORT MCMURRAY AB OR

Postal Code(Zip): T9H2G2 * Posting Preference#

Home Phone: (780) 7997900 * Phone# Restricted

Alternate Phone: Phone# Restricted

EMAIL Address:

Required

Application Profile

- Main Page
- Read Instructions
- Declaration
- Skills/Training
- Education
- Experience
- References
- Attachments

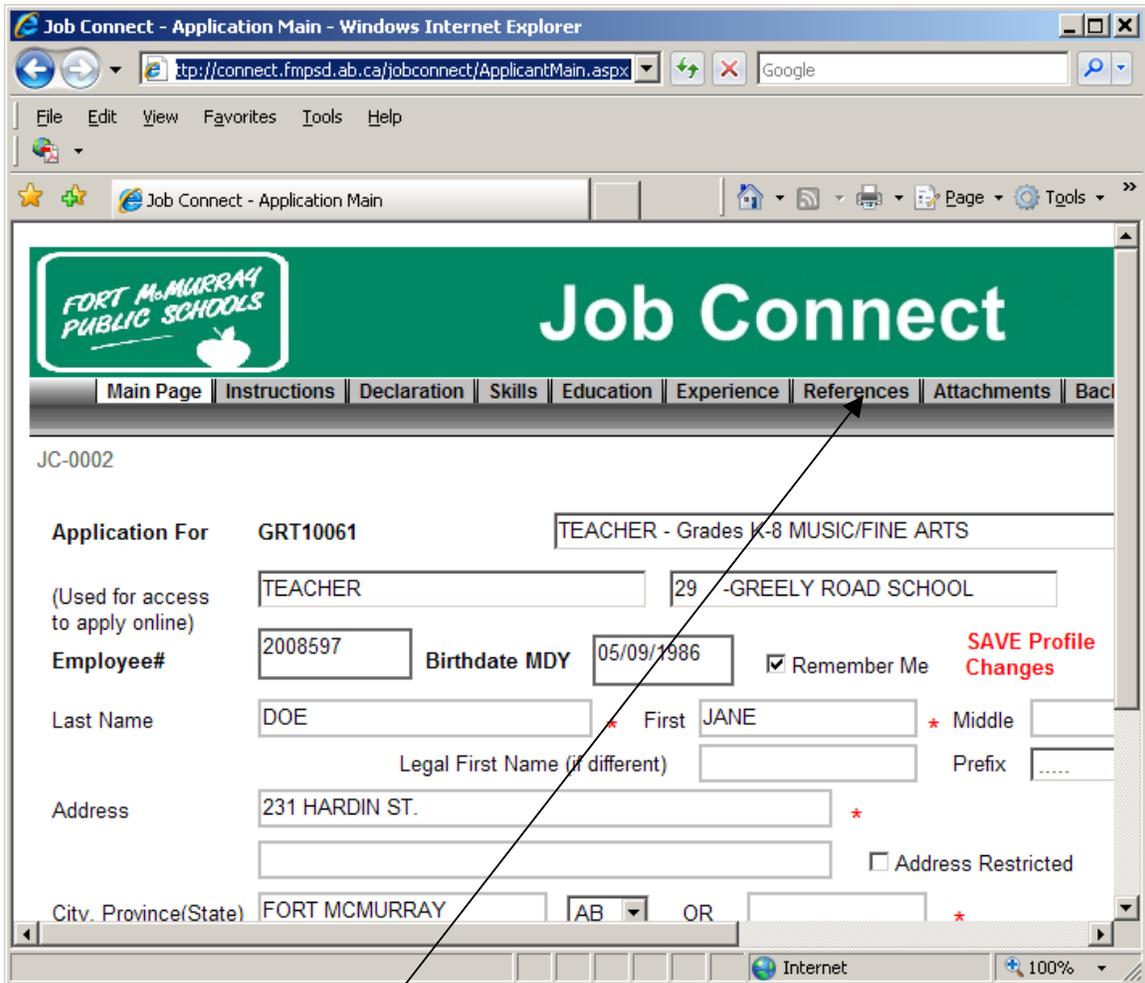
SAVE Profile Changes Save

Apply

Save any changes made to this page.

Requirements to apply to this posting:
3 References and
Attachments

You will have to click on the grey 'Reference' tab at the top to input your 3 references.



Job Connect - Application Main - Windows Internet Explorer

http://connect.fmpsd.ab.ca/jobconnect/ApplicantMain.aspx

File Edit View Favorites Tools Help

Job Connect - Application Main

FORT McMURRAY PUBLIC SCHOOLS

Job Connect

Main Page | Instructions | Declaration | Skills | Education | Experience | **References** | Attachments | Back

JC-0002

Application For GRT10061 TEACHER - Grades K-8 MUSIC/FINE ARTS

(Used for access to apply online) TEACHER 29 -GREELY ROAD SCHOOL

Employee# 2008597 **Birthdate MDY** 05/09/1986 Remember Me **SAVE Profile Changes**

Last Name DOE * **First** JANE * **Middle**
Legal First Name (if different) **Prefix**

Address 231 HARDIN ST. * Address Restricted

City, Province(State) FORT MCMURRAY AB OR *

Internet 100%

Click here to complete references.

Click the 'Select' tab on the left and fill in your references. (3 required)

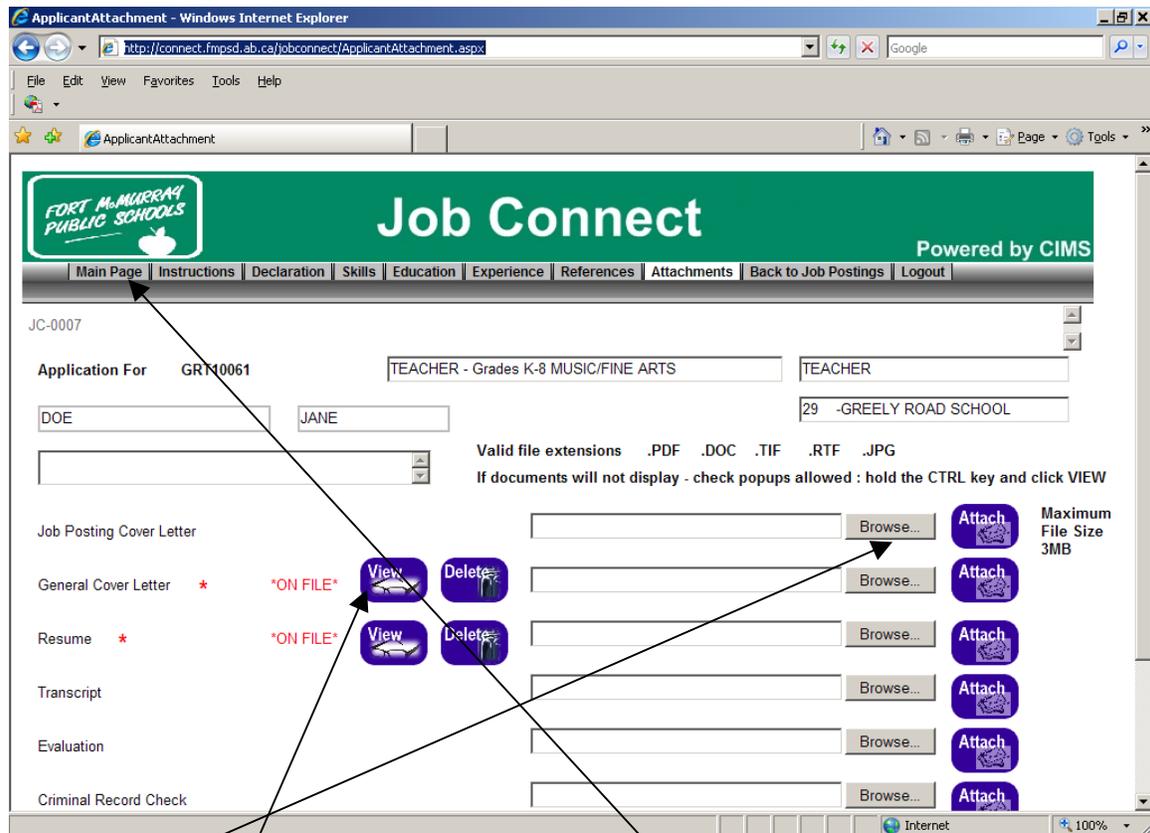
The screenshot shows the 'Job Connect' application interface. At the top, there is a green header with the Fort McMurray Public Schools logo and the text 'Job Connect Powered by CIMS'. Below the header is a navigation menu with tabs: Main Page, Instructions, Declaration, Skills, Education, Experience, References, Attachments, Back to Job Postings, and Logout. The main content area shows the application details for 'GRT10061' (TEACHER - Grades K-8 MUSIC/FINE ARTS) and 'DOE JANE' at '29 -GREELY ROAD SCHOOL'. Below this is a table with columns for 'Select for Edit', 'Reference Name', 'Company/Institution', 'Address', 'Phone1', 'Phone2', 'Fax', and 'Email'. The table contains three rows of references: JOHN SMITH, JANE SMITH, and RINGO STAR. Each row has a 'Select' button on the left. An arrow points from the 'Select Tab' label to the 'Select' button for JOHN SMITH.

Select Tab

The screenshot shows the 'Job Connect' application interface with the 'References' tab selected. The form for adding a reference is displayed. It includes fields for 'Reference Name' (JOHN SMITH), 'Phone Number' (780) 7997912, 'Extension', 'Title/Relationship', 'Institution', 'Address', 'City', 'Province', and 'Postal Code'. There are also buttons for 'Save', 'Cancel', and 'Delete'. An arrow points from the 'Save' button to the 'Attachments' tab in the navigation menu.

Fill in the name and phone number for your reference. That is all that is required. Then click the 'Save' tab. Do this for each reference. Then go to 'Attachments'.

Attachments is where you will upload your resume and cover letter and any other required documents that have a red asterisk next to them.



Click the **'Browse'** tab and find your document, then click the purple **'Attach'** tab to upload. Then you can click the **'View'** tab to make sure you uploaded the correct document. Make sure your document is in one of the accepted formats (.pdf, .doc, .tif, .rtf, .jpg)

When you are finished uploading your documents you return to the **Main Page** to Apply.

When you return to the **Main Page** click on **'Apply'** and you will see a message letting you know if you have successfully applied. An email confirmation will be sent to your email as well to confirm your application.

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http://connect.fmpsd.ab.ca/jobconnect/ApplicantMain.aspx

Job Connect Powered by CIMS

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JC-0002

Application For: GRT10061 TEACHER - Grades K-8 MUSIC/FINE ARTS

(Used for access to apply online) TEACHER 29 -GREELY ROAD SCHOOL

Employee# 2008597 Birthdate MDY 05/09/1986 Remember Me **SAVE Profile Changes** **Save**

Last Name: DOE * First: JANE * Middle: *
Legal First Name (if different): Prefix: *

Address: 231 HARDIN ST. *
 Address Restricted

City, Province(State): FORT MCMURRAY AB OR *

Postal Code(Zip): T9H2G2 * Posting Preference#

Home Phone: (780) 7997900 * Phone# Restricted

Alternate Phone: () () () Phone# Restricted

EMAIL Address: *

Female Teacher's Certificate Number: *

Apply

Click the purple **'Apply'** tab to finish your application.

You will get this message when you have applied successfully.
If you did not complete the required references or documents you will get a message telling you what you are missing.

Job Connect - Application Main - Windows Internet Explorer
http://connect.fmpsd.ab.ca/jobconnect/ApplicantMain.aspx

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JC-0002

Application For: GRT10061 TEACHER - Grades K-8 MUSIC/FINE ARTS

(Used for access to apply online) TEACHER 29 -GREELY ROAD SCHOOL

Employee# 2008597 Birthdate MDY 05/09/1986 Remember Me **SAVE Profile Changes** Save

Last Name: DOE * First: JANE * Middle: *
Legal First Name (if different): Prefix: *

Address: 231 HARDIN ST. *
 Address Restricted

City, Province(State): FORT MCMURRAY AB OR *

Postal Code(Zip): T9H2G2 * Posting Preference#

Home Phone: (780) 7997900 * Phone# Restricted

Alternate Phone: () Phone# Restricted

EMAIL Address: *

Female Teacher's Certificate Number: *

Application Profile

- Main Page
- Read Instructions
- Declaration
- Skills/Training
- Education
- Experience
- References
- Attachments

*** Application Accepted ***

*** Applied to this job posting ***

Apply **Print** **Cancel** Withdraw/Cancel from Posting

Thank you for applying to the Fort McMurray Public School District.