

# SUPPORT STAFF Application Guide

We're eager to learn about the range of skills, perspectives and lived 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. Then your next step is to create an account so you can begin exploring a new career with us.



## 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 important documents and create or sign in to your account to apply for support staff positions.

### Create an account

With an account, you'll be able to keep track of your information and:

- save your favourite jobs and searches
- receive emails alerting you when new job postings match your interests
- manage your personal details so we always have your up-to-date contact information

## Document checklist

Here's what you need to upload when you apply online:

- an updated resume**
- cover letter (optional)**

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

- copies of certificates or licences related to your job application**
- copies of practicum evaluations, if you have participated in any practicum placements for certificate or diploma programs**

## 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.



## 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 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 embraces excellence and hires based on merit. We value diversity and equity, and welcome applications from all qualified individuals. Read our [commitment to diversity and inclusivity](#).

## 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
- keep all applications for at least one year
- share the information you provide in your application only with the people involved in our recruitment and selection process, which could include Human Resources staff, Division administrators and interview-panel members
- secure the information in your application within Human Resources at the Centre for Education unless it's required off-site during the recruitment and selection process