ONLINE APPLICATION TO POSTINGS
FOR INTERNAL STAFF

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

ACCESSING THE DISTRICT JOB POSTING WEBSITE:

- Navigate to http://jobweb.sd42.ca/
- At "Login" screen, enter your Username (first name_last name) and Password (your email password), then click on the "Login" Button.

HOW TO APPLY FOR A POSTING

- Select the *JOBS* tab and click on your choice of *Teacher* or *Support Staff (CUPE)* postings.

  You will be taken to your online application form. Please take your time to complete each section of your application and/or update your application as necessary. (You will only need to create this application form once.)

  If you are creating your first application or have made changes/updates to your application, please click the *SAVE* button at the bottom of the screen to retain your information.

- On the upper right hand side, click on "Current Postings." The School Year box will default to the current school year. Click on "Start Search".
  - ✓ Select available positions you wish to view and/or apply for (anything underlined in blue)
  - ✓ Click on the posting number (underlined in blue) to view additional information about the position. The CLOSE button will return you to the Apply to Postings window.
  - ✓ Once your choice is made Click in ☑ Apply box. Click the check box for EACH position you wish to apply for.
  - ✓ Click on "Add to Shopping Cart" button.
- Review the positions you have applied for. You may then "Continue Shopping" or "Proceed to Check Out".
- After "Check Out", a final summary of positions applied for is displayed. If you are satisfied, select the SUBMIT button.
- A printable receipt is available for printing and a confirmation e-mail, with a confirmation number, will be sent to you.
- To Log Out/End Session – Click on "Logout" at the top right hand corner of the page.

YOU HAVE SUCCESSFULLY COMPLETED YOUR ONLINE APPLICATION(S) TO POSTINGS!

HOW TO VIEW YOUR SUBMITTED APPLICATIONS

Under the *Job Posting tab*:

- Click on Job Posting tab
- Click on *Teacher Application Confirmation* or *Support Application Confirmation*.
- Choose the Calendar Year (i.e. 2011-2012) from drop down list by clicking on the down arrow at the right of the Year: Box and then click "Submit"
- A list of all the positions you have applied to/or withdrawn from will display.
- Click on a confirmation number(s) (underlined in blue) to view your applications to postings.
- To Log Out/End Session – Click on "Logout" at the top right hand corner of the page.

HOW TO WITHDRAW FROM A POSTING

If you wish to withdraw from postings or have applied in error, simply log back into Job Shop and unclick the positions from which you would like to withdraw. Click on "Add to Shopping Cart" and proceed again to "Check Out." Summary page will verify your withdrawal.

Note: While internet access is easily accessible and quick, we recommend that you DO NOT WAIT until the last minute to file online postings. As sometimes happens with paper, things do go wrong and late applications will be marked as such.

If you have any questions or require further assistance to apply online to district job opportunities, please contact the Human Resources Department. In addition, you can find full, detailed instructions with screenshot samples on the staff intranet under the Human Resources tab.

"We are in the people business….With the hearts and minds of the people we work with, our potential as a district is limitless."