

WEB BASED JOB POSTING & APPLICATION SYSTEM

OVERVIEW

The Greater Victoria School District 61 has added a new dimension to the e Services that will enable employees to use an on-line job application system.

The Web Based system provides some advantages over the former paper method:

All demographic and contact information is automatically included with your application.

A record of previously-held District positions is automatically included with your application.

You will complete an on-line application form that can be saved. You will not need to complete the form every time you wish to apply. Your application can be tailored to suit the particulars of any vacancy.

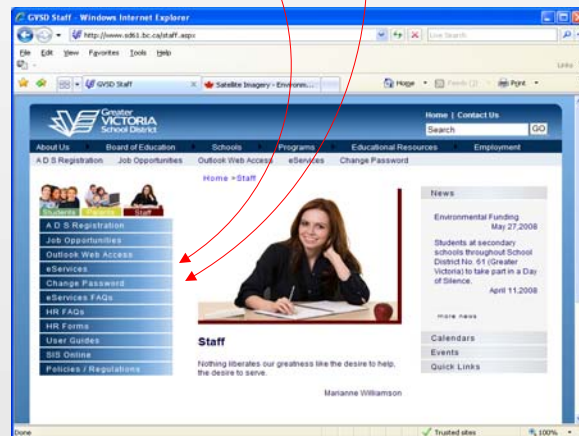
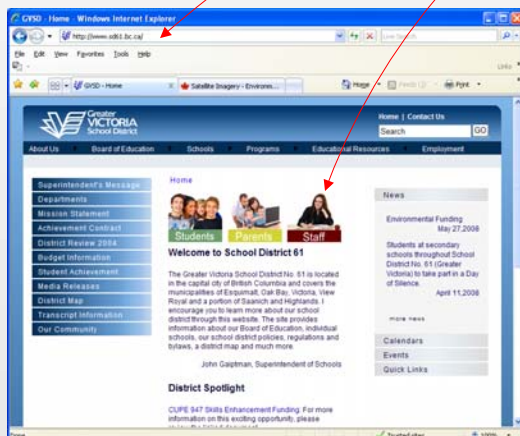
You will use a point-and-click method of selecting the positions for which you want to apply. Errors due to improperly recorded posting numbers will be eliminated.

You can print a "receipt" that will verify the positions for which you have applied.

HOW TO LOOK FOR POSTINGS AND APPLY FOR VACANCIES TEACHER AND TEACHER-ON-CALL

To get to the Job Posting System portal, go to the District Web Site (<http://www.sd61.bc.ca>) (you must be using a computer with internet access) and click on the **Staff** icon.

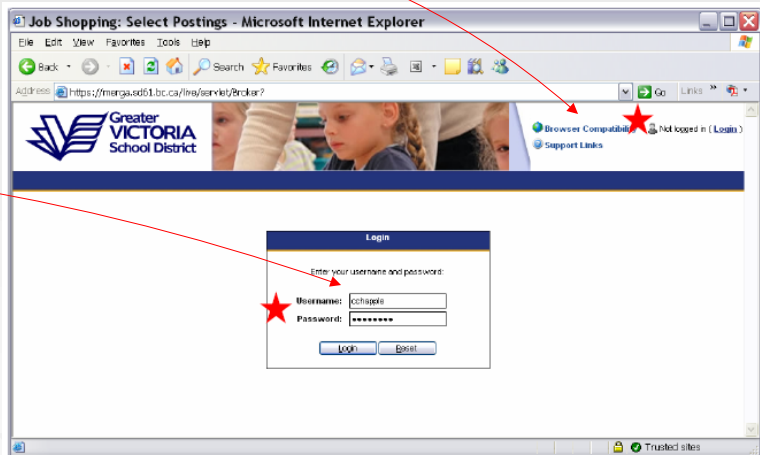
If you have already created a new Password click on **eServices**.
You must change your Password **before** using **eServices** if this is your first time.
(Your **GVSDXXXX** Password only works to **CHANGE PASSWORD**.)



Clicking on **Browser Compatibility** will present you with a list of Internet Browsers certified to work properly with this program. (i.e. Internet Explorer, Netscape, etc.)

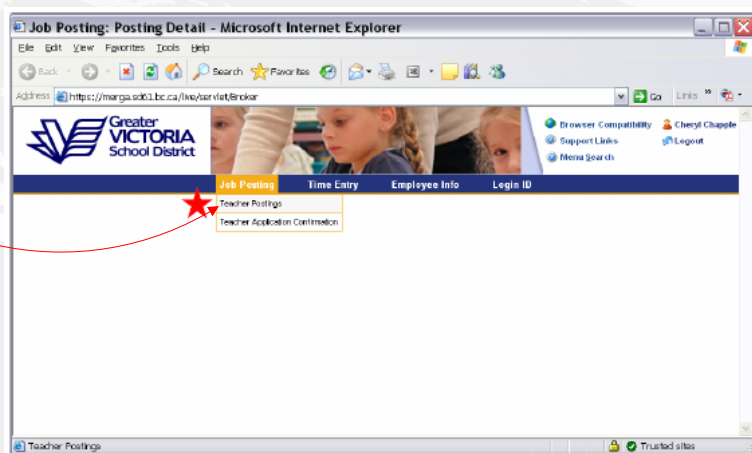
LOG IN

Click inside the blank **Username** box and enter the same **Username** assigned for your District email. Click (or tab to) the blank **Password** box and enter your **Password**. Click on **Login** to enter.



SELECT TEACHER POSTINGS

Hover your mouse cursor over **Job Posting** and pull down to **Teacher Postings**



CURRENT POSTINGS

You may search for current postings immediately, but be sure to **COMPLETE THE APPLICATION FORM BEFORE YOU APPLY** for any vacancy.

THE APPLICATION FORM

This form will transfer to the principal who will be making a recommendation to Educational Staffing. The form automatically fills some of the fields, such as name, telephone number, employee number, seniority, recent contracts and formal qualifications.

There are five user-editable sections for you to enter education, inservice and teaching experience.

Enter your university degrees and diplomas as well as other education you may have undertaken.
 Enter relevant inservice.
 Enter relevant teaching experience.
 Enter reference information.

SAVE your application. Note that you should do this frequently when you are completing the form.

CUSTOMIZE YOUR APPLICATION

One of the features of this on-line system is the ability to save your application and to tailor your application to suit the particular vacancies to which you apply.

Each time you **SAVE** the application, it will be attached to the vacancies to which you subsequently apply. If you return to this page, modify and **SAVE** your application and then apply for vacancies, your modified application form will be attached.

https://merga.sd61.bc.ca/live/servlet/Broker?env=ess&program=com.tscsoftware.ess.servlet.employ...

Greater VICTORIA School District

Job Posting Job Posting Reports Time Entry Employee Info Login ID

Job Posting: Online Application

Review your Online Application Form. If you add any information, click the Save button to save your changes. This form will be linked to any postings you apply for today. Click on the Current Postings icon to view and apply for postings.

To avoid data loss, please ensure you save your application every 15 minutes while completing the information below.

Current Postings

Online Application Form

Part A - Personal Information

Name: _____

Phone Number 1: _____

Phone Number 2: _____

Employee Number: _____

Seniority: _____

Aboriginal Status

Position Information

Position	Start Date	End Date	Location	FTE	Subsets and Levels

Formal Qualifications

Subject	Level	Subject	Level

Part B - University Education and Equivalent Training

Degree	Year	University	Major	Minor

Other Education

Relevant inservice and/or credit/non credit courses recently completed

Part C - Relevant teaching experience in the subject or teaching area

Part D - References

Name	Position	Location	Phone #

APPLICANT'S DECLARATION AND AGREEMENT (Please read carefully)

I declare that all of the information I have provided in this application for employment and in any other documents which accompany this application is complete and true in every respect and I understand that any failure to completely and truthfully answer the questions asked of me will constitute sufficient grounds for my dismissal.

I give permission for Greater Victoria School District #61 to contact any references or prior employers given in conjunction with this application. I understand that confidential reference reports and personal information which become part of this application will be regarded as confidential and shall not be revealed to me.

I Agree

IMPORTANT: After clicking on SAVE, please wait for the application form to re-display your changes. Double check to make sure your changes have been saved properly BEFORE clicking on Current Postings

Next, click on **Current Postings** and you will be taken to the **Job Posting Search Results**, sorted by school.

By clicking on the school names you will be able to see the postings for that location. If no school names are visible, then no vacancies are available.

In the **Apply For Postings** page you can see a brief description of the vacancy, including the Closing Date, FTE, Category and Subjects and Levels. Click on the posting number for more details.

You can apply for the position by checking the **Apply** box and then **Add to Shopping Cart**. Later in the process you will confirm your application.

You can get school contact information by clicking on the **Location**.

When you have finished looking at the Posting Detail, click on **Close**.

The screenshot shows the 'Job Posting: Posting Search Results' page. At the top, there is a navigation bar with 'Job Posting', 'Job Posting Reports', 'Time Entry', 'Employee Info', and 'Login ID'. Below this, the page title is 'Job Posting: Posting Search Results' and the school year is '2006/2007'. A message states: 'These are the summarized current postings that matched your search criteria. Click on one of the links below to view the individual postings. Click the Check Out button to complete the application process.' There are three sections of results:

- Elementary:** School [Boncaster](#), Number of Postings: 1
- Middle:** School [Gordon Head](#), Number of Postings: 1
- Other Schools:** School [S.J. Wilks Continuing Ed.](#), Number of Postings: 1
- Secondary:** School [Esquimalt High](#), Number of Postings: 1

A 'Proceed to Shopping Cart' button is located at the bottom of the results section.

The screenshot shows the 'Job Posting: Apply For Postings' page for the 'Gordon Head' location. It includes a table of 'Postings For Gordon Head' with the following data:

Apply	Status	Posting Number	Closing Date	Location	FTE	Category	Subjects and Levels
<input type="checkbox"/>	Open	GVTA06703T	23-Nov-2006 16:00	Gordon Head	0.5000	Temporary	Counselling-Middle School

Buttons for 'Add To Shopping Cart' and 'Reset' are visible below the table. A message above the table reads: 'Click on the Posting Number field to view the requirements and unique position descriptors for this position, then click on the Apply box of the postings you wish to apply for. You can withdraw from a posting by removing the checkmark in the Apply box. Next, click the Add To Shopping Cart button to save your new selections and return to the Posting Search page.'

The screenshot shows the 'Job Posting: Posting Detail' page for posting number 'GVTA06703T'. It provides the following information:

- Posting: GVTA06703T
- Start Date: 24-Nov-2006
- Posting Type: Temporary
- End Date: 30-Jun-2007

Assignment	Location	Hours/FTE	Subject	Level
Counsellor Gr. 6-8	Gordon Head	0.5000	Counselling	Middle School

Additional Qualifications:

- * Meet criteria for Counsellors as outlined in Special Ed. Services Manual, including a Master's Degree.
- * Experience at Middle School level an asset.

Abbreviated Job Description:

- * M-F ans (9:00-11:30 am)
- * Work as a team player in an exemplary middle school providing a full range of counselling services in accordance with Ministry standards.
- * Write and monitor IEPs for BI students.
- * Implement and support programs for safe and caring schools.
- * Build social responsibility.
- * Counsel students individually and in groups.
- * Communicate with parents.
- * Serve on the school-based team.

A 'Close' button is located at the bottom of the page.

After you check **Apply** and **Add to Shopping Cart**, you will move to the **Application Review** page. Any vacancies you have just applied for and have previously applied for will be noted for your review.

If you are finished, click **Proceed to Checkout**.

If you want to look at more postings, or change your application form to suit different vacancies, click **Continue Shopping**.

If you want to change your application form, hover the cursor over **Job Posting** and pull down to and click on **Teacher Postings**.

If you clicked **Proceed to Checkout** you will be taken to the **Summary** page. If you are satisfied with your application, click **Submit Application**.

Click on **Print Receipt** so you will have a record of your application.

You are done!

Revised
July 2008

Job Posting: Application Review
School Year: 2006/2007

Confirm that this information is correct. You can withdraw from a posting by removing the checkmark in the Apply box. To apply for more postings click the Continue Shopping button. Otherwise click the Check Out button to complete the application process.

Postings Applied For Today

Apply	Status	Posting Number	Closing Date	Location	FTE	Category	Subjects and Levels
<input checked="" type="checkbox"/>	Open	GVTA06/703T	23-Nov-2006 16:00	Gordon Head	0.5000	Temporary	Counselling-Middle School

Postings Applied For Previously

Apply	Status	Posting Number	Closing Date	Location	FTE	Category	Subjects and Levels
<input type="checkbox"/>	Closed	GVTA06/620T	02-Oct-2006 16:00	Sir James Douglas	1.0000	Temporary	Primary-Grade 2

[Continue Shopping](#) [Proceed To Checkout](#)

Job Posting: Summary
School Year: 2006/2007

Confirm that this information is correct and then click on the Submit button

Postings Applied For Today

Status	Posting Number	Closing Date	Location	FTE	Category	Subjects and Levels
Open	GVTA06/703T	23-Nov-2006 16:00	Gordon Head	0.5000	Temporary	Counselling-Middle School

Postings Applied For Previously

Status	Posting Number	Closing Date	Location	FTE	Category	Subjects and Levels
Closed	GVTA06/620T	02-Oct-2006 16:00	Sir James Douglas	1.0000	Temporary	Primary-Grade 2

Postings Withdrawn Today

Status	Posting Number	Closing Date	Location	FTE	Category	Subjects and Levels
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[Submit Application](#)

Job Posting: Application Receipt

Name: Chapple, Robert A Number: 203132
School Year: 2006/2007 Confirmation Time: 22-Nov-2006 16:08

You have successfully submitted your posting applications.

Your confirmation number is **529**

Please record the confirmation number or print out a copy of this receipt.

New Selections

Status	Posting Number	Closing Date	Location	FTE	Category	Subjects and Levels
Open	GVTA06/703T	23-Nov-2006 16:00	Gordon Head	0.5000	Temporary	Counselling-Middle School

Previous Selections

Status	Posting Number	Closing Date	Location	FTE	Category	Subjects and Levels
Closed	GVTA06/620T	02-Oct-2006 16:00	Sir James Douglas	1.0000	Temporary	Primary-Grade 2

Deleted Selections

Status	Posting Number	Closing Date	Location	FTE	Category	Subjects and Levels
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[Print Receipt](#)