

How to View and Apply for Job Postings in eRecruit for CUPE Employees

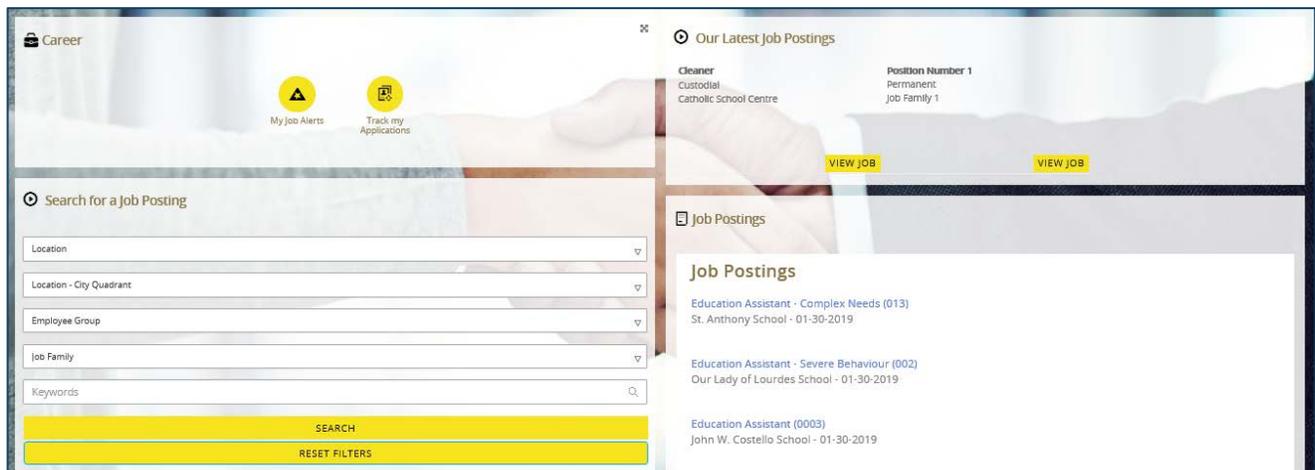


FOR CARETAKING AND MAINTENANCE SUPPORT STAFF

Job postings for non-certificated positions are posted online through eRecruit. Through eRecruit you will be able to view job postings, create job alerts, apply for positions and view the progress of your application through Track My Applications.

To access eRecruit, simply login into the district's intranet site and click on the **eRecruit** launch button found under **Useful Links**.

You will be directed to your Employee dashboard.



TO VIEW A JOB POSTING

1. From the **Job Postings** group box, you can view all available positions. Simply click on the job title to view the entire job posting description.



The **Our Latest Job Postings** group box features a limited number of the latest positions.

Cleaner APPLY NOW

Job Title Cleaner	Job Description Hours of Work – Both day and night shifts as assigned. Overall Accountability The Cleaner is accountable for performing all general cleaning duties as scheduled by a Head Caretaker, Assistant Head Caretaker or Caretaker, in accordance with the <i>Occupational Health & Safety Act</i> and the District's Occupational Health and Safety practices and procedures. Specific Accountabilities Under the direction of a Head Caretaker, Assistant Head Caretaker or Caretaker: <ul style="list-style-type: none"> Performs cleaning duties, including but not limited to: sweeping and mopping floors, emptying garbage, vacuuming carpet areas, washing furniture, cleaning glass, washing walls and general dusting as well as heavy cleaning/custodial duties such as floor care, snow removal and grounds maintenance Safely moves equipment and supplies 	 Print Add to my Favorites Send to a Friend
Location Catholic School Centre		
Location - City Quadrant Calgary and Surrounding Area		
Position Type Permanent		
Employee Group CPE - Caretaking and Maintenance Staff		

From within the job description page, you can print the posting, add it your favorites, send it to a friend, and finally apply to it.

BEFORE YOUR START

As a Caretaking and Maintenance staff member you are not required to provide the district with a personal resume when applying for a Caretaking and Maintenance position.

During the application process, you will be uploading the **CUPE Notification of Intention to Apply** as “your resume”. This PDF document simply indicates *“This document serves as my resume and notifies Human Resources of my intent to apply for this job posting through eRecruit”*.

Before you start the online application process, open this document and save it on your computer.

The CUPE Notification of Intention to Apply document can be found on the district’s intranet site under Human Resources > Staffing & Careers > eRecruit > For Employees.

TO APPLY TO A JOB POSTING

- Simply click on the **Apply Now** button to submit your application.

Cleaner APPLY NOW

Job Title Cleaner	Job Description Hours of Work – Both day and night shifts as assigned.	 Print
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- If this is your first application through eRecruit, you will be required to upload the **CUPE Notification of Intention to Apply** as “your resume” by clicking on the **Browse** button and selecting this document from the location of your computer where you saved it.

Resume

Upload Resume BROWSE...

Once you have uploaded this document as your resume, it will automatically be saved in eRecruit for any future applications.

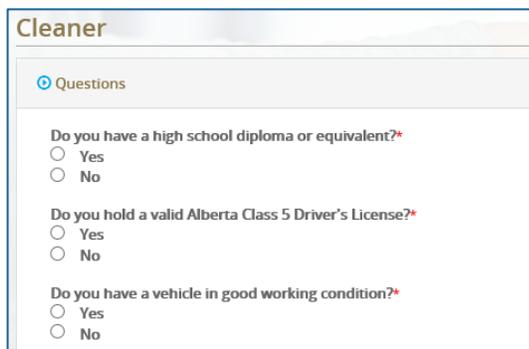
3. You may choose to update your education history, employment history and any second languages information. Please note this is not required information for the application submission.

All your other information is automatically updated for you from HR Self Service.

4. Scroll to the bottom of the page to the Application Certification section. Ensure that you read and accept both the application declaration and the privacy policy statement to complete your submission. To access the privacy statement, please click on Privacy Statement.

By checking this box I acknowledge that I have read and accepted the terms and conditions outlined in [the Privacy Statement](#) *

5. Click **Save** at the bottom of the page to move to the next stage of the application process.
6. If there is an employment questionnaire for the position you are applying to, you will be then directed to a page to answer some questions.



Cleaner

Questions

Do you have a high school diploma or equivalent?*

Yes
 No

Do you hold a valid Alberta Class 5 Driver's License?*

Yes
 No

Do you have a vehicle in good working condition?*

Yes
 No

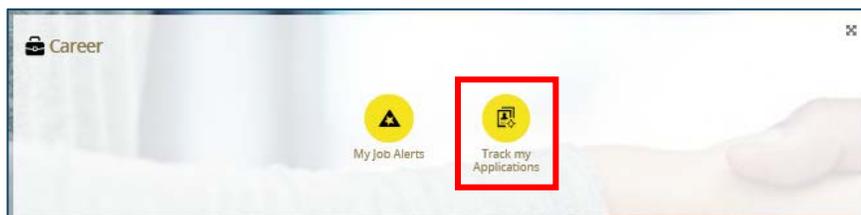
Answer these questions and when complete click on the **Continue** button.

7. You now will be directed to an application summary page. Review your information and if all is in order click on the **Submit** button on the bottom of this page.

If you wish to make any modifications, simply click on the **Back** button to return to application pages.

Congratulations, you have applied to the job posting!

You can track the progress of your applications from your main employee dashboard by clicking on the **Track my Applications** button, within the Careers group box.



eRecruit Tip

To move back to your employee dashboard, simply click on the district logo at the top of any page.

THE EXTERNAL DISTRICT CAREERS SITE

All job postings are also posted on an external Careers site, found on the district's internet site, for access by the general public. You may view job postings on this site as well, but as you are a current employee **you must apply for the job posting through eRecruit.**

To access eRecruit from the internet site, click on any of the following links to be directed to the **Intranet and eRecruit hyperlink to login into the district's intranet site.**

- From the images banner,



- From the footer,



- From How to Apply,

