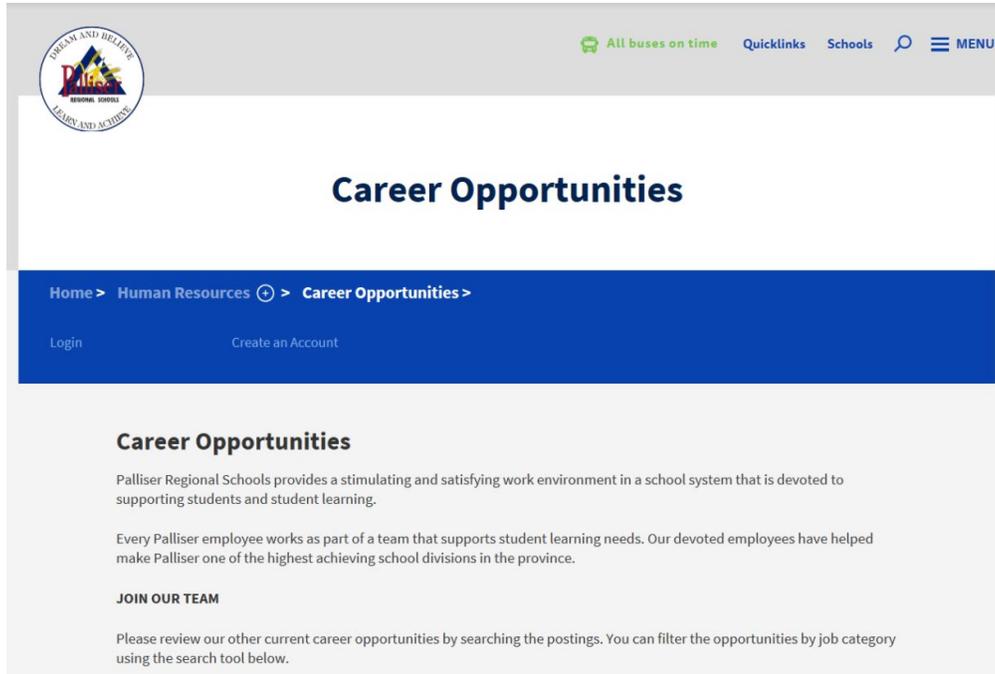


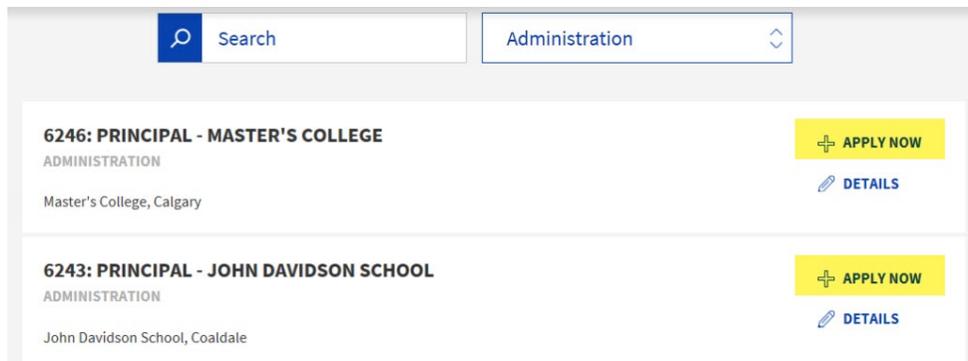
MAKING AN APPLICATION ON-LINE

All jobs that become available within our school division are posted on-line through the [Palliser Regional Schools](#) website under the [Career Opportunities](#) link. By creating your on-line profile, you can upload your resume and supporting documents once, rather than every time you apply with Palliser. You can also sign up for email alerts. The email alert will send you an email anytime Palliser posts a job that is of interest to you.

To complete your on-line application, kindly log into the Palliser Regional Schools website at www.pallisersd.ab.ca. Once created, you may edit your profile, add supporting documents and make applications. You have the ability to log back in to your profile at any time, and this is done through the Career Opportunities page on our website, as noted below.



To make an application, please select the job posting that is of interest and click on **Apply Now**. The image below is what you will be looking for.



After you select the **Apply Now** link on the job posting, the system will ask if you wish to upload a cover letter. This is where you can attach your job specific cover letter (or hand-typed letter) on the fly.

Career Opportunities

Application Confirmation

You are about to apply for Competition #6246: PRINCIPAL - MASTER'S COLLEGE.

Include a cover letter

DO YOU HAVE A COVER LETTER IN EITHER PDF OR MICROSOFT WORD FORMAT?

YES

NO

UPLOAD COVER LETTER

Browse...

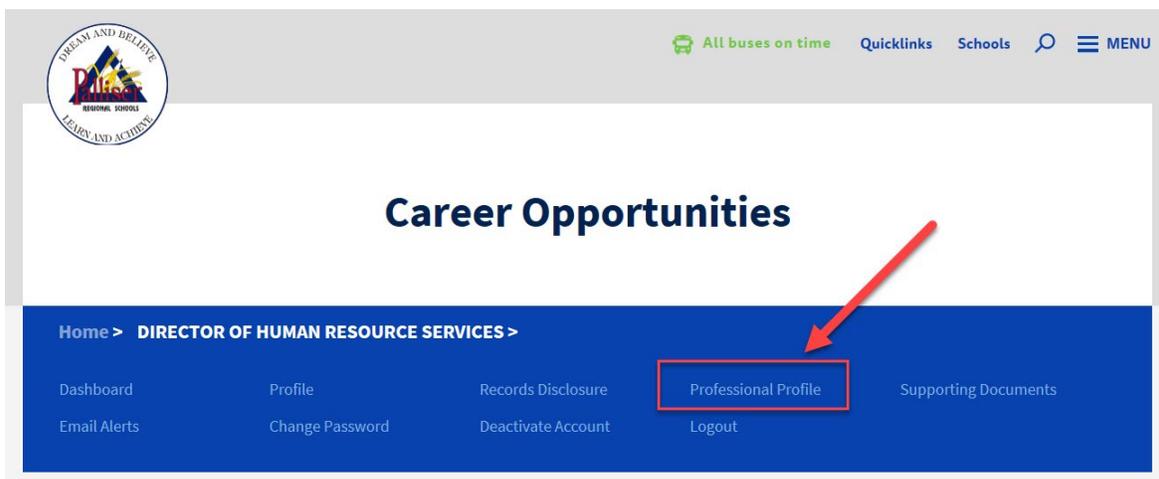
This cover letter will be attached to the resume you previously uploaded in your profile. Please **do not** attach your resume here.

By clicking the **Submit Application** button you are acknowledging that all information provided via this website is true and accurate and that you are eligible to apply for the position.

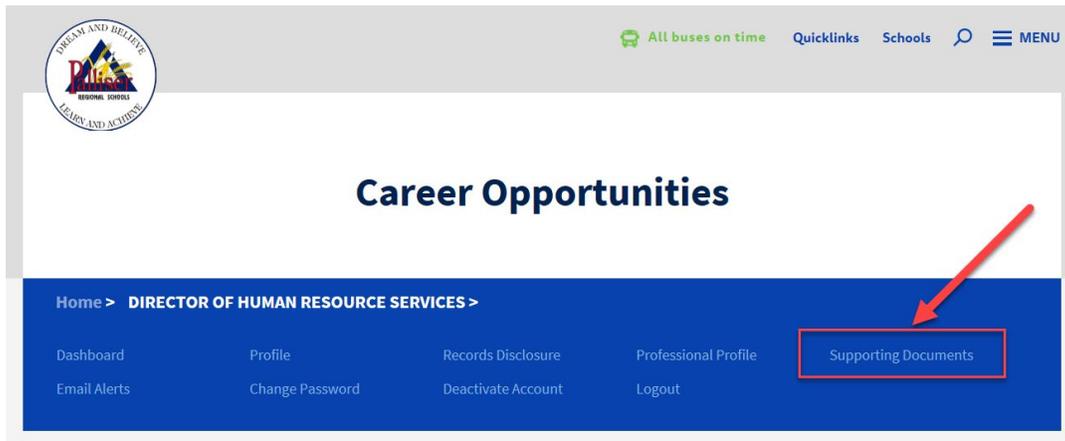
This competition is open to **Both internal and external candidates**. Please **DO NOT APPLY** unless you meet the previous criteria.

I AGREE, SUBMIT APPLICATION & COVER LETTER

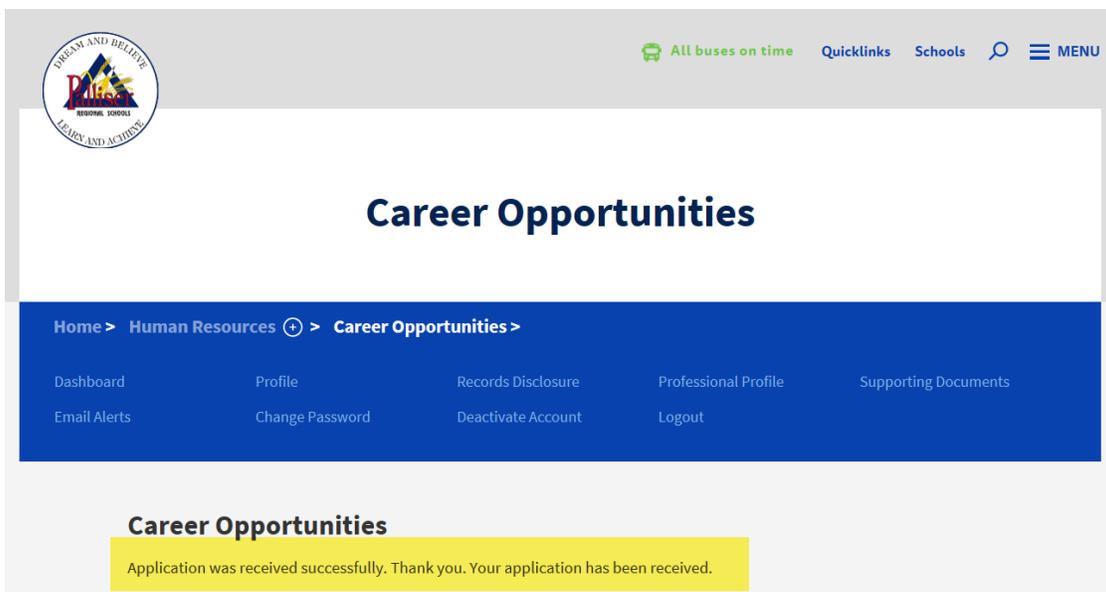
If the system takes you back to another screen, it is because you have not yet completed all the required sections in your profile. To ensure you have completed all relevant sections, please click on **Professional Profile** on the right hand side of the dashboard.



To add additional documents to your profile, you may select **Supporting Documents** on the right hand side of your profile. If you need to upload a document that is not listed in the Supporting Documents section, please feel free to merge all your documents into one file and upload the entire file into any area available in the Supporting Documents section. The format must be either .pdf or Word.



Once all your information has been updated and you have made a successful application, the system will prompt you with the following message:



Should you have any further questions or concerns, please feel free to contact our office by phone at [403.394.1288](tel:403.394.1288) or by email at humanresources@pallisersd.ab.ca.

All the best as you seek employment with Palliser Regional Schools.