

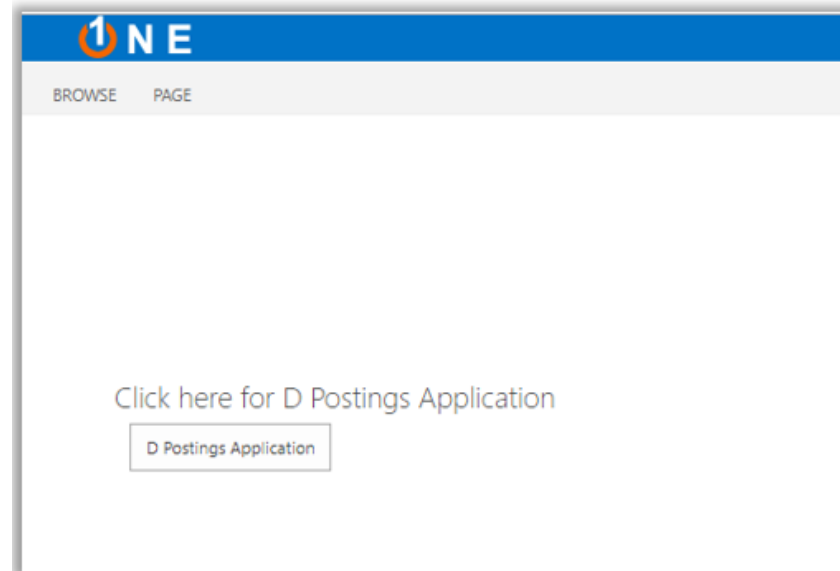
D-Contract Positions

COMPLETING THE NEW ONLINE FORM

STEP 1

When the D-Contract position list is finalized, D-Recall Contract teachers will receive an email from Human Resources with a link to the online form.


The form is housed on the ONE site, therefore make sure you are logged into the ONE site when accessing the link.



STEP 2

Complete the required personal information in the first section of the form.

- Your current school is the school in which your most recent position is in.
- The Ed Centre will auto-populate.
- If you do not have a French teaching level, leave it blank.


 D Teacher Posting Application Form			
First Name:	John	Last Name:	Smith
Email:	john.smith@nbed.nb.ca	Cert Level:	V ▼
Current School:	Sussex Corner Elementary Schc ▼	Teaching Experience In years:	4
Ed Center:	HEC	Fl Level (if applicable):	Select... ▼
Step #1: Attach resume and any supporting documents in one attachment here: <i>Note: Please use file naming convention of Name Year. For example "Jane Doe 2019"</i> Click here to attach a file			
Step #2: Select all Ed Centers in which you would like to apply for D postings: HEC <input type="checkbox"/> SJEC <input type="checkbox"/> SSEC <input type="checkbox"/>			
Step #3: Next step is to select job postings that you would like to apply for:			

STEP 3

Attach your resume and any supporting documents.


You may upload one attachment only. Therefore, you must combine all of your documentation into one file. This might include resume, teaching certificate, transcripts, cover letter, etc.

Be sure to title your attachment: [Name Year]

 D Teacher Posting Application Form			
First Name:	John	Last Name:	Smith
Email:	john.smith@nbed.nb.ca	Cert Level:	V ▼
Current School:	Sussex Corner Elementary Schc ▼	Teaching Experience In years:	4
Ed Center:	HEC	FI Level (if applicable):	Select... ▼
Step #1: Attach resume and any supporting documents in one attachment here: <i>Note: Please use file naming convention of Name Year. For example "Jane Doe 2019"</i> Click here to attach a file			
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Step #3: Next step is to select job postings that you would like to apply for:			

STEP 3

If you are unsure how to combine documents into one file, you may reach out to Technology Subject Area Coordinator Moira Sherwood (moira.sherwood@nbed.nb.ca), or Technology mentors, Stephen MacEachern (Stephen.MacEachern@nbed.nb.ca) or Maurice Savoie (Maurice.Savoie@nbed.nb.ca).

 D Teacher Posting Application Form			
First Name:	John	Last Name:	Smith
Email:	john.smith@nbed.nb.ca	Cert Level:	V ▼
Current School:	Sussex Corner Elementary Schc ▼	Teaching Experience In years:	4
Ed Center:	HEC	FI Level (if applicable):	Select... ▼
Step #1: Attach resume and any supporting documents in one attachment here: <i>Note: Please use file naming convention of Name Year. For example "Jane Doe 2019"</i> <input type="button" value="Click here to attach a file"/>			
Step #2: Select all Ed Centers in which you would like to apply for D postings: HEC <input type="checkbox"/> SJEC <input type="checkbox"/> SSEC <input type="checkbox"/>			
Step #3: Next step is to select job postings that you would like to apply for:			


STEP 4

Select which Ed Centre you would like to see the job postings in.

You may select one, two, or all three Ed Centres.

Click 'Proceed' for the list of positions in the specified Ed Centres.




 D Teacher Posting Application Form			
First Name:	John	Last Name:	Smith
Email:	john.smith@nbed.nb.ca	Cert Level:	V ▼
Current School:	Sussex Corner Elementary Schc ▼	Teaching Experience In years:	4
Ed Center:	HEC	FI Level (if applicable):	Select... ▼
Step #1: Attach resume and any supporting documents in one attachment here: <i>Note: Please use file naming convention of Name Year. For example "Jane Doe 2019"</i> <input type="button" value="Click here to attach a file"/>			
Step #2: Select all Ed Centers in which you would like to apply for D postings: HEC <input checked="" type="checkbox"/> SJEC <input checked="" type="checkbox"/> SSEC <input type="checkbox"/>			
Step #3: Next step is to select job postings that you would like to apply for: <input type="button" value="Proceed"/>			

STEP 5

You will be brought next to a list of schools in the Ed Centre you selected.

If you selected more than one Ed Centre, they will appear on subsequent pages.

Select the schools for which you would like to see the advertised positions. You may choose any and as many schools as you wish. To select all schools in the Ed Centre, click "Select All."



D Teacher Posting Application Form

Hampton Ed Center Job Postings

Select any schools you may be interested in applying to:

Please Note:

- If you are considering combining multiple part-time positions, this may be discussed with all parties.
- Specific advertised jobs may change.
- All jobs offers are at the discretion of the Director of Schools.

Select All

<input type="checkbox"/> Apohaqui Elementary	<input type="checkbox"/> Belleisle Elementary	<input type="checkbox"/> Belleisle Regional High	<input type="checkbox"/> Chris Saunders
<input type="checkbox"/> Dr. AT Leatherbarrow	<input type="checkbox"/> Fairvale Elementary	<input type="checkbox"/> Hammond River Valley	<input type="checkbox"/> Hampton Elementary
<input type="checkbox"/> Hampton High	<input type="checkbox"/> Hampton Middle	<input type="checkbox"/> Harry Miller Middle	<input type="checkbox"/> Kennebecasis Park
<input type="checkbox"/> KVHS	<input type="checkbox"/> Lakefield Elementary	<input type="checkbox"/> Macdonald Consolidated	<input type="checkbox"/> Norton Elementary
<input type="checkbox"/> Quispamsis Elementary	<input type="checkbox"/> Quispamsis Middle	<input type="checkbox"/> Rothesay Elementary	<input type="checkbox"/> Rothesay Park
<input type="checkbox"/> Rothesay High	<input type="checkbox"/> Sussex Corner Elementary	<input type="checkbox"/> Sussex Elementary	<input type="checkbox"/> Sussex Middle
<input type="checkbox"/> Sussex Regional High			

[Next Ed Center Postings](#) [Back to Start Page](#)

STEP 6

The job postings for the school you selected will appear at the bottom of the form.

In this example, only two schools were selected and both can be seen below.

If you select a school and there are no positions listed, as in this example, this means that school has no advertised positions.

Hampton Ed Center Job Postings

Select any schools you may be interested in applying to:
Please Note:

- If you are considering combining multiple part-time positions, this may be discussed with all parties.
- Specific advertised jobs may change.
- All jobs offers are at the discretion of the Director of Schools.

Select All

<input checked="" type="checkbox"/> Apohaqui Elementary	<input type="checkbox"/> Belleisle Elementary	<input type="checkbox"/> Belleisle Regional High	<input type="checkbox"/> Chris Saunders
<input type="checkbox"/> Dr. AT Leatherbarrow	<input type="checkbox"/> Fairvale Elementary	<input type="checkbox"/> Hammond River Valley	<input type="checkbox"/> Hampton Elementary
<input type="checkbox"/> Hampton High	<input type="checkbox"/> Hampton Middle	<input type="checkbox"/> Harry Miller Middle	<input type="checkbox"/> Kennebecasis Park
<input type="checkbox"/> KVHS	<input type="checkbox"/> Lakefield Elementary	<input type="checkbox"/> Macdonald Consolidated	<input type="checkbox"/> Norton Elementary
<input type="checkbox"/> Quispamsis Elementary	<input type="checkbox"/> Quispamsis Middle	<input type="checkbox"/> Rothesay Elementary	<input type="checkbox"/> Rothesay Park
<input type="checkbox"/> Rothesay High	<input checked="" type="checkbox"/> Sussex Corner Elementary	<input type="checkbox"/> Sussex Elementary	<input type="checkbox"/> Sussex Middle
<input type="checkbox"/> Sussex Regional High			

Next Ed Center Postings Back to Start Page

Check the box next to any postings that you would like to apply for:

Apohaqui Elementary School			
	Position #	FTE	Position Description
<input type="checkbox"/>	1	0.8	EST-R/G; Grade 4 Science
<input type="checkbox"/>	2	0.8	Grade 4 Pre-Intensive French; Grade 5 Intensive French (5 days/week)

Sussex Corner Elementary			
	Position #	FTE	Position Description

EXAMPLE

STEP 7

Check the box next to the position(s) you wish to apply for, if any.

Click 'Next Ed Centre Postings' to move onto the next group of schools.

If you only selected to see postings in one Ed Centre, click the Finished-Submit button.

Hampton Ed Center Job Postings

Select any schools you may be interested in applying to:
Please Note:

- If you are considering combining multiple part-time positions, this may be discussed with all parties.
- Specific advertised jobs may change.
- All jobs offers are at the discretion of the Director of Schools.

Select All

<input checked="" type="checkbox"/> Apohaqui Elementary	<input type="checkbox"/> Belleisle Elementary	<input type="checkbox"/> Belleisle Regional High	<input type="checkbox"/> Chris Saunders
<input type="checkbox"/> Dr. AT Leatherbarrow	<input type="checkbox"/> Fairvale Elementary	<input type="checkbox"/> Hammond River Valley	<input type="checkbox"/> Hampton Elementary
<input type="checkbox"/> Hampton High	<input type="checkbox"/> Hampton Middle	<input type="checkbox"/> Harry Miller Middle	<input type="checkbox"/> Kennebecasis Park
<input type="checkbox"/> KVHS	<input type="checkbox"/> Lakefield Elementary	<input type="checkbox"/> Macdonald Consolidated	<input type="checkbox"/> Norton Elementary
<input type="checkbox"/> Quispamsis Elementary	<input type="checkbox"/> Quispamsis Middle	<input type="checkbox"/> Rothesay Elementary	<input type="checkbox"/> Rothesay Park
<input type="checkbox"/> Rothesay High	<input checked="" type="checkbox"/> Sussex Corner Elementary	<input type="checkbox"/> Sussex Elementary	<input type="checkbox"/> Sussex Middle
<input type="checkbox"/> Sussex Regional High			

Next Ed Center Postings Back to Start Page

Check the box next to any postings that you would like to apply for:

Apohaqui Elementary School			
	Position #	FTE	Position Description
<input type="checkbox"/>	1	0.8	EST-R/G; Grade 4 Science
<input type="checkbox"/>	2	0.8	Grade 4 Pre-Intensive French; Grade 5 Intensive French (5 days/week)

Sussex Corner Elementary			
	Position #	FTE	Position Description

EXAMPLE

STEP 8

Repeat Steps 5, 6, and 7 to narrow down schools and click desired job positions.

When you are finished checking off all the jobs you wish to apply for, click 'Finished-Submit.'

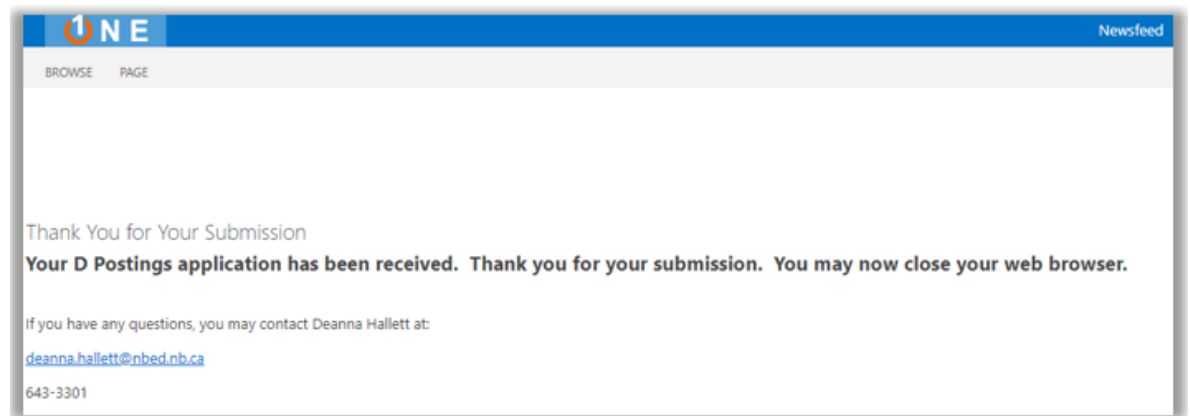
Saint John Ed Center Job Postings			
Select any schools you may be interested in applying to:			
Please Note:			
<ul style="list-style-type: none">• If you are considering combining multiple part-time positions, this may be discussed with all parties.• Specific advertised jobs may change.• All jobs offers are at the discretion of the Director of Schools.			
<input type="checkbox"/> Select All			
<input type="checkbox"/> Barnhill Memorial	<input type="checkbox"/> Bayside Middle	<input type="checkbox"/> Bayview	<input type="checkbox"/> Beaconsfield Middle
<input type="checkbox"/> Centennial	<input type="checkbox"/> Champlain Heights	<input type="checkbox"/> Compass	<input type="checkbox"/> Forest Hills
<input type="checkbox"/> Fundy Shores	<input type="checkbox"/> Glen Falls	<input type="checkbox"/> Grand Bay Primary	<input type="checkbox"/> Harbour View High
<input type="checkbox"/> Hazen-White/St. Francis	<input type="checkbox"/> Inglewood	<input type="checkbox"/> Island View	<input type="checkbox"/> Lakewood Heights
<input type="checkbox"/> Loch Lomond	<input type="checkbox"/> M. Gerald Teed	<input type="checkbox"/> Millidgeville North	<input type="checkbox"/> Morna Heights
<input type="checkbox"/> Prince Charles	<input type="checkbox"/> Princess Elizabeth	<input type="checkbox"/> River Valley Middle	<input type="checkbox"/> Saint John High
<input type="checkbox"/> Saint Rose	<input type="checkbox"/> Simonds High	<input type="checkbox"/> SJB/KE	<input type="checkbox"/> St. Malachy's Memorial
<input type="checkbox"/> St. Martins	<input type="checkbox"/> Seaside Park	<input type="checkbox"/> Westfield	
<input type="button" value="Back to Start Page"/>			
Check the box next to any postings that you would like to apply for:			
<input type="button" value="Finished - Submit"/>			



COMPLETE

Your application will then be sent to ASD-S Human Resources.

You will be directed to a confirmation page.



QUESTIONS

If you have any questions about your application please contact

Human Resource Officer Deanna Hallett at:

Deanna.hallett@nbed.nb.ca or

Director of Human Resources
Susan Moffatt at:

Susan.Moffatt@nbed.nb.ca

