

**EMPLOYEE GROUP – NBTF
GENERAL GUIDELINES & PREREQUISITES**

ONLINE APPLICATION PROCESS

All NBTF employee members interested in applying for any NBTF employment opportunities within ASD-S are required to apply online using the following guidelines.

NBTF MEMBERS – WHO CAN APPLY?

- The NBTF employee group is divided into four subgroups with certain requirements depending on the offering.
 - **D CONTRACT TEACHING OPPORTUNITIES**
 - Who can apply?
 - ASD-S Teachers with a D contract recall status.
 - **ADMINISTRATION OPPORTUNITIES**
 - Who can apply?
 - Any NBTF employee with a B contract, a Principal certification, and the appropriate employment history.
 - **CURRICULUM TEAM OPPORTUNITIES**
 - Who can apply?
 - Any ASD-S NBTF employee members with a B contract, and the appropriate employment history.
 - **EDUCATION SUPPORT SERVICES TEAM OPPORTUNITIES**
 - Who can apply?
 - Any ASD-S NBTF employee members with a B contract, and the appropriate employment history.
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INSTRUCTIONAL GUIDE – ONLINE APPLICATION PROCESS

- **Recommended Browsers: “MS Edge”, “Google Chrome” or “Safari”**
- **Access the “ONE” site @ <https://login2one.nbed.nb.ca>**
- **Insert “Username” and “Password”**
- **Access the “Anglophone South School District – One” site**
- **Click on the “HR-Employment Opportunities” button located on the right side of the page**
- **Click on the “NBTF” button**
- **Review the following sections of this page:**
 - **Review “APPLICATION PROCESS GENERAL INFORMATION SECTIONS”**
 - **Review “HOW TO SUBMIT AN ONLINE APPLICATION – TUTORIAL SECTION”**
 - **Review “EMPLOYMENT OPPORTUNITIES SECTION”**
- **Applying:**
 - **Click the “APPLY HERE” button**
 - **Select: “NBTF – Group”**
 - **Fill all fields**
 - **Insert/Upload resume**
 - **Click “SUBMIT APPLICATION”**
- **You will receive an automated email to confirm your application was received.**