



**POLICY NO. ASD-W-250-5**

**APPLICATIONS FOR JOB VACANCIES**

**Category:** Human Resources

**Effective:** January 2022

**Policy Statement**

This Policy outlines the standards and expectations for the hiring of qualified employees in accordance with the applicable Collective Agreements, Policies and Procedures.

**Procedures**

1. New and vacant positions will be identified and confirmed through either the Office of the Superintendent or the Education Centre.
2. Job descriptions, including the minimum qualifications and job postings, will be developed for each new and vacant position by Human Resources.
3. Job postings / advertisements / expressions of interest should include the following points:
  - a. Title of position (type of employment – Contract)
  - b. Listing of primary job responsibilities
  - c. Identified workplace
  - d. Minimum qualifications
  - e. Other desirable skills / background / work experience
  - f. References / Criminal Record Check / Policy 701 Sign-Off / Online Orientation Sign-Off
  - g. Deadline for applications
  - h. Process to submit applications are on Apply to Education (applicant tracking system).
  - i. Other: Equal Employment Opportunity employer, only those selected for an interview will be contacted, etc.
4. Applications shall be received online, by Human Resources for inclusion in an electronic competition file.
5. Competition files are to be considered confidential and are only to be viewed by authorized personnel.