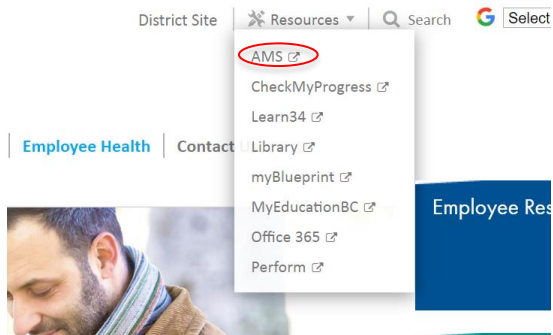


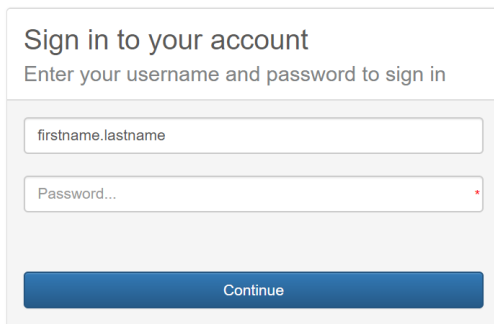
To apply for positions online, the following are instructions for your reference.

## SIGNING ON:

- Go to [www.hr.abbyschools.ca](http://www.hr.abbyschools.ca)
- Click on **Resources** and then **AMS**

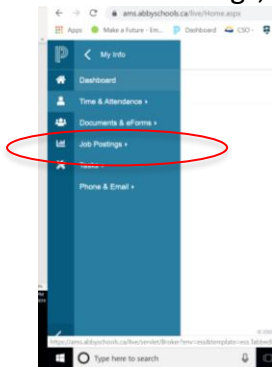


- Log in using your User ID and Password

A screenshot of a login form titled 'Sign in to your account'. Below the title is the instruction 'Enter your username and password to sign in'. There are two input fields: the first is labeled 'firstname.lastname' and the second is labeled 'Password...'. A blue 'Continue' button is at the bottom.

## APPLYING FOR JOBS

- Select **My Info>Job Postings** on the blue task bar and click on the appropriate posting selection (e.g.: Teacher Postings, Support Staff Postings, etc.)



- Create your online resume. Once you have saved it, you can edit it anytime. Part C, D, E and open text boxes are for you to complete your outside work experience, practicums, casual positions, education, etc.
- Click **Save** on the bottom on the page, **check the disclaimer box** and click on **current postings**

Please read carefully and check box to continue:

- I hereby certify that the information contained in this application and/or resumé is accurate and complete and that misrepresentation is sufficient cause for dismissal from, or denial of, employment with The Board of Education of School District No. 34 (Abbotsford).
- I hereby authorize The Board of Education of School District No. 34 (Abbotsford) to obtain references from the listed referees in connection with my application for employment. The references obtained will be held in confidence by The Board of Education of School District No. 34 (Abbotsford) in accordance with the Privacy Act.
- I understand that if I am hired, as a condition of employment, I will be required to sign an Authorization for Criminal Records Search under the Criminal Records Review Act. I also understand that a criminal charge or conviction will not automatically exclude me from employment opportunities. However, the requirements of the position that I am applying for, and the circumstances related to the charge or conviction will be considered.
- If employed, I agree to abide by all of the policies and procedures of The Board of Education of School District No. 34 (Abbotsford).

**IMPORTANT:** After clicking on SAVE, please wait for the application form to re-display your changes. Double check to make sure your changes have been saved properly BEFORE clicking on Current Postings

- Change the year to the current school year. E.g.: For the school year 2019-2020, you would choose the latest year, **2020**, even if it is still 2019.  
*Hint: If you're unsure, look at the first 3 digits of the posting number, for example, **S19 TEL 100 REG**. The number "19" indicates the year is 2019.*
- Choose your query for postings (by location or position or no summary). Click on **Start Search**.  
*Note: For Instructional Support Staff with posting rounds, please refer to "Sneak Peek" email for selecting your posting round (i.e. round 1, round 2, round 3, etc.).*

Job Posting: Search For Postings

Select the desired School Year and Posting Round and then identify how you want the available postings listed. Press the Start Search button to view the postings

**School Year**  
YEAR 2020 ▼

**Posting Round**  
Teacher ▼

**Summarize Postings**  
 Location  Position  No Summary

- Click on the location (underlined in blue) to view additional information regarding the school. Once you make your choice, click on **Apply**.

**Postings For All**

Apply	Status	Posting Number	Closing Date	Position	Location	FTE	Subjects and Levels
<input type="checkbox"/>	Open	<a href="#">T20TDS030R</a>	09-Sep-2019 10:00	Counsellor	<u>CORE - LSS - Counselors/YCW</u>	1.0000	
<input type="checkbox"/>	Open	<a href="#">T20TDS031R</a>	09-Sep-2019 10:00	Helping Teacher Ab Ed	Community Aboriginal Centre	1.0000	
<input type="checkbox"/>	Open	<a href="#">T20TEL176R</a>	10-Sep-2019 10:00	EII Teacher	Alexander Elementary	0.9000	

- Click on **“Add to Shopping Cart”**

<input type="checkbox"/>	Open	<a href="#">T20TMI064R</a>	10-Sep-2019 10:00	Teacher - Middle	Clayburn Middle School	0.1500	
<input type="checkbox"/>	Open	<a href="#">T20TMI065T</a>	10-Sep-2019 10:00	Teacher - Middle	Colleen And Gordie Howe Middle School	1.0000	
<input type="checkbox"/>	Open	<a href="#">T20TMI066R</a>	11-Sep-2019 10:00	Teacher - Middle	Eugene Reimer Middle School	1.0000	
<input checked="" type="checkbox"/>	Open	<a href="#">T20TSE074R</a>	10-Sep-2019 10:00	EII Teacher	W.J. Mouat Secondary	1.0000	

- After reviewing the positions you have applied for you may select **Continue Shopping** or **Proceed to Checkout**. *Note: If you are applying for a Support position (i.e.: a non-teacher position), you will be asked to rank the positions you have applied for in order of preference using the drop down boxes.*
- Once satisfied with selection, click to **Proceed to checkout**

**Postings Applied For Today**

Apply	Status	Posting Number	Closing Date	Position	Location	FTE	Subjects and Levels
<input checked="" type="checkbox"/>	Open	T20TDS030R	09-Sep-2019 10:00	Counsellor	CORE - LSS - Counselors/YCW	1.0000	
<input checked="" type="checkbox"/>	Open	T20TSE074R	10-Sep-2019 10:00	EII Teacher	W.J. Mouat Secondary	1.0000	

**Postings Applied For Previously**

Apply	Status	Posting Number	Closing Date	Position	Location	FTE	Subjects and Levels
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- Here a summary of the postings you applied for will be listed. Click **Submit** if all information is correct

**Job Posting: Summary**

School Year: YEAR 2020 Teacher

Confirm that this information is correct and then click on the **Submit** button

**Postings Applied For Today**

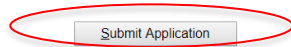
Status	Posting Number	Closing Date	Position	Location	FTE	Subjects and Levels
Open	T20TDS030R	09-Sep-2019 10:00	Counsellor	CORE - LSS - Counselors/YCW	1.0000	
Open	T20TSE074R	10-Sep-2019 10:00	Ell Teacher	W.J. Mouat Secondary	1.0000	

**Postings Applied For Previously**

Status	Posting Number	Closing Date	Position	Location	FTE	Subjects and Levels
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**Postings Withdrawn Today**

Status	Posting Number	Closing Date	Position	Location	FTE	Subjects and Levels
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- A printable receipt is generated and a confirmation email is sent to you, which includes your confirmation number.
- To log out or end your session, click **Sign Out** at the top right corner of the page.



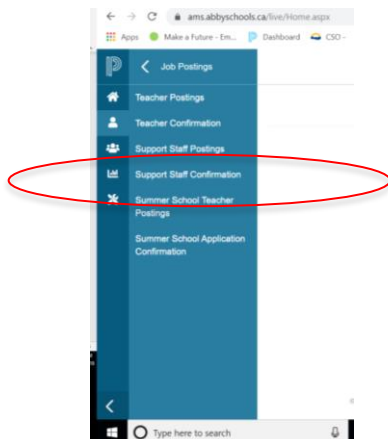
**WITHDRAWING YOUR APPLICATION:**

If you wish to withdraw from a posting or have applied for a posting in error, log back into Job Shopping Web and unclick the positions you wish to withdraw from.

Click on **Add to Shopping Cart** and proceed again to **Check Out**. The summary page will verify your withdrawal

**VIEWING YOUR APPLICATIONS**

- After logging in, click on **Job Postings** in the blue task bar. Click on **Teacher Confirmation** or **Support Staff Confirmation**



- Choose the Calendar Year from the drop-down list then click **Submit**

**Job Posting: Search For Postings**

Select the desired School Year and Posting Round and then identify how you want the available postings listed. Press the Start Search button to view the postings

**School Year**

YEAR 2020 ▼

**Posting Round**

Teacher ▼

**Summarize Postings**

Location  Position  No Summary

Start Search

- A list of all positions you have applied to and/or withdrawn from will display
- Click on the confirmation number (underlined in blue) to view your application
- To log out or end your session, click on **Sign Out** at the top right corner of the page

ABBOTSFORD SCHOOL DISTRICT



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**Home**

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