



Go to fmpsdschools.ca and apply electronically to the posting titled **TOC/TAS 2018-2019**.

If you have trouble with your application you can contact Human Resources at hr@fmpsd.ab.ca and someone will get back to you as quickly as possible. In the meantime here are some troubleshooting suggestions for electronic applications:

1. Have you **allowed pop-ups** and downloaded the latest **adobe**?
Your application will not process unless you do this step.
2. On the first page you need only your S.I.N. and birthday.
3. You must **save** after each addition of information.
4. **PDF** attachments are best; the system will not accept **DOCX**.
5. Please make sure you read the instructions and the declaration.
6. You **must** include a current (within 3 months) criminal record check from the RCMP.
7. You **must** include 3 references.
8. You **must** include your most recent formal teaching evaluation.