



Go to fmpsdschools.ca, click on menu at top right hand corner, click on Employment, click on Click here to view or apply for a current position and apply electronically to the posting titled **TOC 2023-2024 or TAS 2023-2024** if not certified.

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. You must **save** after each addition of information.
3. **PDF** attachments are best; the system will not accept **DOCX**.
4. Please make sure you read the instructions and the declaration.
5. You **must** include a current (within 3 months) criminal record check from the RCMP.
6. You **must** include 3 references.
7. You **must** include your most recent formal teaching evaluation.