

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 2024-2025 or TAS 2024-2025 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 <u>allowed pop-ups</u> and downloaded the latest <u>adobe</u>? Your application will not process unless you do this step.
- 2. You must <u>save</u> 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 <u>must</u> 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.

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