

TO ACCESS JOB SHOP / MY OWN INFO

- Go to the Burnaby School District home page at www.sd41.bc.ca
- Select the grey “Staff” Tab located at the top of the page
- Select “Job Opportunities”
- Under **Internal Job Bulletin – Job Shop** select *Internet Access to apply for postings*
- Maximize screen
- At “Login” screen, enter the **User ID**, tab and enter **password** that have been assigned to you below, then click on the “Login” Button.

JOB SHOP

- Select “Job Shop” tab
- Click on choice of Teacher Postings or Support Postings
- Review/change your on-line application. Click “Save” at bottom of page.
- On the upper right hand side, click on “Current Postings”
- Click on “Start Search”
- Click on available positions you wish to view/apply for (anything underlined in blue)
- Click on the Posting # (underlined in blue) to view additional information regarding the position.
- Click on Location (underlined in blue) to view additional information regarding the school. Click close.
- Once your choice is made Click in Apply box.
- Click on “Add to Shopping Cart”
- Review the positions you have applied for – you may then “Continue Shopping” or “Proceed to Check Out”.
- After “Check Out” a final summary of positions applied for is displayed. If you are satisfied.....”Submit Application”
- A printable receipt is available for printing and a confirmation e-mail will be sent to you.
- To Log Out/End Session – Click on “Logout” at the top right hand corner of the page.

YOU HAVE COMPLETED YOUR FIRST APPLICATION ON-LINE

- If you wish to withdraw from postings or have applied in error – simply log back in to Job Shop and unclick the positions you wish to withdraw from, click on “Add to Shopping Cart” and proceed again to “Check Out” – Summary page will verify your withdrawal.

HINT: While internet access is easily accessible and quick we recommend that you not wait until the last minute to file on-line postings. As sometimes happens with paper, things do go wrong and late applications will be marked as such.



TO VIEW ALL YOUR POSTING APPLICATIONS

Under the Job Shop Tab:

- Click on Teacher Application Confirmation / Support Application Confirmation.
- Choose the Calendar Year (i.e. 2007) from drop down list by clicking on the down arrow at the right of the Year: Box and then click "Submit"
- A list of all the positions you have applied to/or withdrawn from will display.
- Click on a confirmation number(s) (underlined in blue) to view.
- To Log Out/End Session – Click on "Logout" at the top right hand corner of the page.

MY OWN INFO

Under the My Info Tab:

- Click on "Individual Info" under the "My Info Tab"
- Review your individual information.
- Click on Calendar (View My Attendance for the Year) – your attendance for the past 12 months will be displayed.
- Click on blue underlined status lines for information regarding current or previous assignments.
- If you need to change your address or have queries regarding information displayed, clicking on the "Contact Us" envelope and a pop up box is displayed where you can make your comments, click on "Send" and comments will be sent directly to Human Resources.
- To Log Out/End Session – Click on "Logout" at the top right hand corner of the page.

For assistance on accessing or using these applications, please contact Human Resources at (604)664-8359 or supportjob.applications@sd41.bc.ca or teachingjob.applications@sd41.bc.ca and we will be happy to assist you.