

## SPECIAL STAFF BULLETIN

### Information for All Applicants

- The positions will be awarded first to applicants possessing the necessary qualifications as per the Job Description Handbook and then to applicants with reduced qualifications or related experience/training.
- To check the qualifications, training and experience required for these positions, please refer to the Job Description Handbook, also available at [www.surreyschools.ca](http://www.surreyschools.ca).
- Applicants must show to what degree they meet the requirements listed in the Job Description Handbook for the position, providing all required details with respect to their qualifications, experience and skills.
- Each posting will indicate whether the vacancy is for a **term assignment** or a **continuing assignment**.
- Only short-listed applicants will be contacted.

### Application Information for Contract Teachers

*View the postings and submit your application online at the Employee Self-Service website:*

<https://staff.surreyschools.ca>

Detailed instructions for accessing the website have been distributed to all teachers and are also available on the District website [www.surreyschools.ca](http://www.surreyschools.ca). (Click on District Departments, Human Resources Department then Transfer Information.)

#### **IMPORTANT:**

***Retain your confirmation number as proof that your application was submitted. If you do not receive an e-mail with your confirmation number, you have not completed the application process.***

### Application Information for Teachers on the Recall List, TTOC's and External Applicants

*View the postings at the District website:*

[www.surreyschools.ca/careers](http://www.surreyschools.ca/careers)

*(Click on Career Opportunities)*

***Submit your application to the Principal indicated on the posting.***