

Applicant User Guide

SaskPolytech Recruiting and Onboarding System (SROS)

Version 2.0 (January 2015)
Human Resources

Table of Contents

- 1. Get ready..... 2
 - 1.1 Need-to-know information 3
- 2. Access the SaskPolytech Careers Page..... 3
 - 2.1 Careers Home Page..... 3
 - 2.2 To Search Jobs..... 4
 - 2.3 Create an Account..... 4
- 3. Apply to a Primary Job 5
 - Step 1 Search *Jobs*..... 5
 - Step 2 Apply to *this Job*..... 6
 - Step 3 Documents *Needed to Apply* 8
 - Step 4 Personal *Data*..... 9
 - Step 5 Education *History*..... 9
 - Step 6 Work *Experience* 11
 - Step 7 Voluntary *Information* 12
 - Step 8 Supplemental *Questions* 13
 - Step 9 Check for *Errors and Submit*..... 13
 - Step 10 *Certify and Submit*..... 15
 - Step 11 *Application Received* 15
- 5. Apply to an Employee Service Contract position 16
- 6. General Information..... 16

Applicant Portal

Introduction

Welcome to the SaskPolytech Recruiting and Onboarding System user guide for applicants. We are pleased you are considering a position with Saskatchewan Polytechnic. The Applicant portal advertises all of our Primary Job Postings (position vacancies) and Employee Service Contract Postings (ESC) under the Continuing Education program areas.

- The online Applicant Portal is our only source for applications to all SaskPolytech **Primary Job Postings**. *Effective May 15, 2013, SaskPolytech will no longer accept applications by e-mail, mail or in-person.*
- For all **Employee Service Contract positions** applicants will forward their application directly to the advertised contact person as noted on the competition.

This *Applicant User Guide* will show you the steps and required information or documents needed to apply for any position. By referring to this guide, you will be able to:

- View all job postings using the SaskPolytech Careers page,
- Create an account on the SaskPolytech Careers portal, and
- Submit an application to a Primary Job Posting/Competition.

1. Get ready

Before you begin an account or apply for a competition, have this information ready.

You will need:

| |
|---|
| <ul style="list-style-type: none">• A summary of your education and work experience to complete the required sections of the applicant account |
| <ul style="list-style-type: none">• A copy of your résumé in Word or pdf format (required to upload and attach to your application) |
| <ul style="list-style-type: none">• A copy of a cover letter in Word or pdf format (required to upload and attach to your application) |
| <ul style="list-style-type: none">• Any references or additional information relevant to the position you may be required to provide (any information required for screening purposes will be indicated as “required”). References will not be contacted without your knowledge. |

1.1 Need-to-know information

- ALL applicants will be required to complete an application using the SROS to be considered in any Primary Job Posting. This includes your applicant information, a copy of your résumé and a cover letter.
- Applicants for an Employee Service Contract (ESC) are not required to complete an online application (email your resume to the contact on the posting).
- Applicants are considered using the provisions of the applicable Collective Agreement.
- Out of scope competitions will be conducted following the Out of Scope Recruitment guidelines.
- Unsolicited applications are not accepted.
- Required fields with an orange/red asterisk and the statement *“This field is required.”*

If you need further assistance with the application process, please view our “SROS Applicant User guide video” located on the Careers Page

2. Access the SaskPolytech Careers Page

From the SaskPolytech site, access the Careers Page via the *Careers* link or go directly to the site using this link: (<https://careers.saskpolytech.ca/>)

2.1 Careers Home Page

On the Home Page you will find general information for new and returning users. The page allows you to navigate to search jobs, create an account, access your account using your log in information, access Help information, applicant user guide and FAQ documents, return to the SaskPolytech website, or access the mySaskPolytech Home Page.

Information about our total rewards including salary and benefits, our recruitment and selection processes, working at SaskPolytech, learning and professional development, Faculty development and other information can be found on our website:

<http://saskpolytech.ca/about/organization/human-resources/index.aspx>.

2.2 To Search Jobs

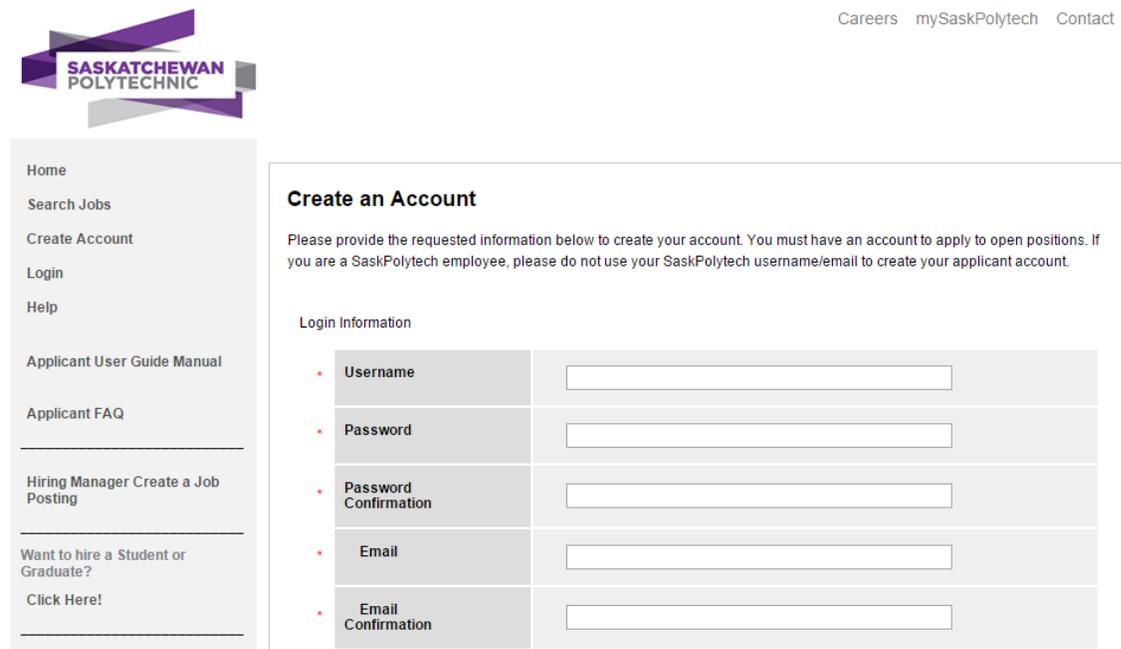
The Search Jobs page allows you to view open positions, with or without using search criteria. You can view all advertised positions by leaving the search criteria fields blank. Use the search criteria to narrow your job search to only those jobs matching your interests or requirements. You can proceed from the Search Results page to view the specific job details.

At any point, you can also use the RSS feed  to provide direct updates to your email account for any jobs (with or without search criteria).

2.3 Create an Account

On your first visit, you will need to *Create an Account*. This will set up your log in information. You will then be able to add your personal information, work experience, education and so on from the log in page.

Current SaskPolytech Employees: Remember, the SROS is a system which does not have your employee information until you create your account. Please take time to create your account so you will be ready to apply for any positions you might be interested in.



Careers mySaskPolytech Contact

SASKATCHEWAN POLYTECHNIC

Home
Search Jobs
Create Account
Login
Help
Applicant User Guide Manual
Applicant FAQ
Hiring Manager Create a Job Posting
Want to hire a Student or Graduate?
Click Here!

Create an Account

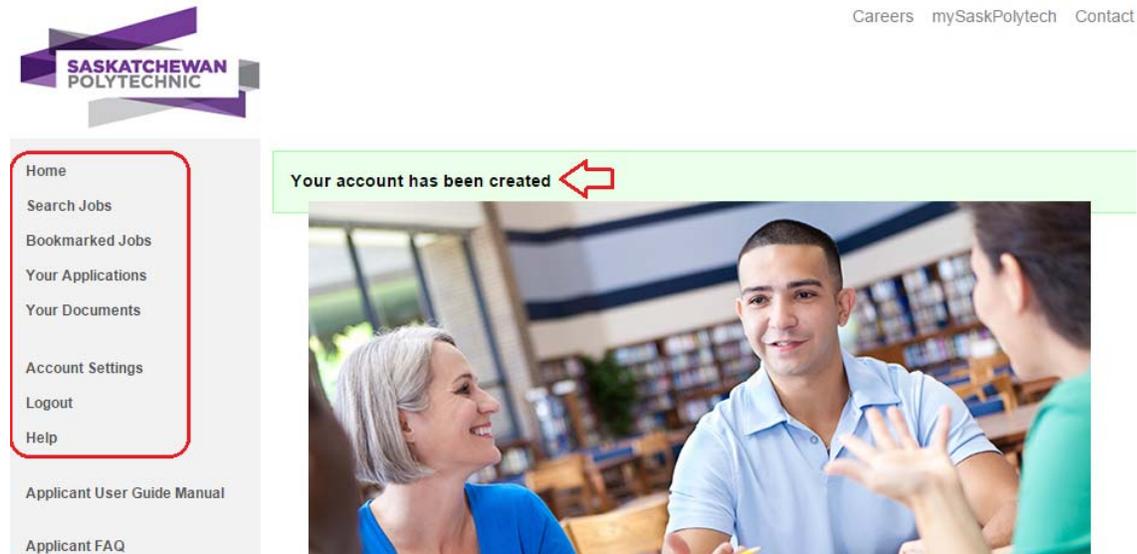
Please provide the requested information below to create your account. You must have an account to apply to open positions. If you are a SaskPolytech employee, please do not use your SaskPolytech username/email to create your applicant account.

Login Information

| | |
|-------------------------|--------------------------|
| • Username | <input type="text"/> |
| • Password | <input type="password"/> |
| • Password Confirmation | <input type="password"/> |
| • Email | <input type="text"/> |
| • Email Confirmation | <input type="text"/> |

Complete the required information to create an account. This information will be stored and copied to all your applications submitted for a posted position. **Be sure to record your username and password for future reference.** Once complete, click *Create*.

Your log in page will now change, providing you with additional options for setting up an account, search or bookmark jobs, access any past applications or documents, such as a résumé or cover letter; review or edit your account settings and access the Help information.



3. Apply to a Primary Job

Once you have set up the initial account profile, you are ready to start. The following are the steps to apply to a SaskPolytech primary job posting:

| Step | Action |
|------|---|
| 1. | <i>Search Jobs</i> |
| 2. | <i>Apply to this Job</i> |
| 3. | <i>Documents Needed to Apply</i> |
| 4. | <i>Personal Data</i> |
| 5. | <i>Education History</i> |
| 6. | <i>Work Experience</i> |
| 7. | <i>References</i> |
| 8. | <i>Voluntary Information</i> |
| 9. | <i>Supplemental Questions</i> |
| 10. | <i>Check for Errors and Submit</i> |
| 11. | <i>Certify and Submit</i> |
| 12. | <i>Application Received</i> |

Step 1 Search Jobs

Click on the *Search Jobs* option. This brings you to the main listing of postings. If you want to search by a specific category, use the keywords or search filters. Review all postings using the *Search Results* listing.

- [Home](#)
- [Search Jobs](#)
- [Bookmarked Jobs](#)
- [Your Applications](#)
- [Your Documents](#)
- [Account Settings](#)
- [Logout](#)
- [Help](#)

Search Jobs | 2 Jobs

To view open positions, please enter your search criteria below. You may view all open positions by not specifying any search criteria and clicking the **Search** button.

All candidates are screened based on the following factors: qualifications, skills, abilities, experience and where appropriate, seniority. Internal applicants are given first consideration prior to other applicants.

| | | | |
|------------------|----------------------------------|-----------------|--|
| Keywords | <input type="text"/> | Posted Within | <input type="text" value="Any time period"/> |
| Location | <input type="text" value="Any"/> | Bargaining Unit | <input type="text" value="Any"/> |
| Category of Work | <input type="text" value="Any"/> | Open/Closed | <input type="text" value="Any"/> |
| Open/Closed | <input type="text" value="Any"/> | | |

Search Results | 2 Jobs

To view the position details and/or apply to an open position, click on the position title or the **View Details** link. If you would like to bookmark a position for later review, click on the **Bookmark** link. To email a position to a friend, click on the **Email to a Friend** link.

| | Open/Closed | Bargaining Unit | Location | Department | Closing Date |
|---|-------------|-----------------|----------|---------------------------|--------------|
| Correctional Studies Instructor | Open | Academic | | Correctional Studies-DEPT | 04/10/2013 |

This position will provide instruction to correctional studies diploma students. The incumbent will work as part of an instructional team to ensure cohesive delivery of the program. Areas of instruction would include courses such as institutional corrections, offender supervision, criminal justice system and restorative justice. 1. Provide program academic leadership and ensure an effective en...

[View Details](#) | [Bookmark](#) | [Email to a Friend](#)

To review a job, click on the posting title (appears in blue or purple). This brings up the complete job posting details (Job Content (SDF) Details). You can now review or bookmark the posting, print or apply to this job.

- [Home](#)
- [Search Jobs](#)
- [Bookmarked Jobs](#)
- [Your Applications](#)
- [Your Documents](#)
- [Account Settings](#)
- [Logout](#)
- [Help](#)

Correctional Studies Instructor

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

Please ensure you have an updated resume and cover letter ready for uploading.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

To ensure consideration, applications must be RECEIVED no later than 23:59 pm on the closing date at the Human Resources Office. Please note only those applicants selected for further consideration will be contacted.

[Bookmark this Job](#) | [Email this Listing to a Friend](#) | [Print Preview](#) |

Please see Special Instructions for more details.

Your role as a full-time instructor at SIASST will be supported through instructional materials and on-going employer provided training, and our requisite faculty certificate program. This initiative will develop our instructors professionally while ensuring a high quality learning experience for all SIASST students.

Job Content (SDF) Details

Job Content (SDF) Details

| | |
|--------------------|---------------------------------|
| Bargaining Unit | Academic |
| Posting Title | Correctional Studies Instructor |
| Classification | Instructor |
| Category of work | Full Time |
| Program/Division | Correctional Studies-DEPT |
| Competition Number | P00008 |
| Location(s) | Woodland Campus (Prince Albert) |
| Other Location | |
| Building | |
| Other Building | |
| Date Posted | 03/28/2013 |

Note: If the posting is for an Employee Service Contract position, the **Apply to this Job** link will **not** appear. Please use the contact email provided on the posting to submit your resume.

Step 2 Apply to this Job

You will now start a *New Application*. The job posting title appears across the top of your application. Information already in your account settings will automatically populate this application. If you have not completed your account settings, you will need to complete those fields.

Use the *Next* button to advance to each page. Use the *Back* button if you need to go back to a previous page. If you make changes to your application pages, click *Save Changes*. To advance to other stages in the application process, use the menu on the bottom right corner and the *Go* button.

Home
Search Jobs
Bookmarked Jobs
Your Applications
Your Documents
Account Settings
Logout
Help

New application started.

Application for Correctional Studies Instructor: Personal Information

Save changes Next >> Personal Information Go

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (*).

Contact Information

- Last Name: one
- First Name: test
- Middle Initial:
- Preferred First Name:
- Previous Last Name:
- Are you a current employee of SIAST? Yes

Use the following checklist to make sure your personal information is complete:

Checklist for Personal Information

| Field | Required? |
|--|-----------|
| Last Name | ✓ |
| First Name | ✓ |
| Middle Name | |
| Preferred First Name | |
| Previous Last Name | |
| Are you a current employee of SaskPolytech? | ✓ |
| SaskPolytech employee ID | |
| Have you been a student or past employee? | |
| Email Address | ✓ |
| Primary Phone | ✓ |
| Secondary Phone | |
| Permanent Address 1 | ✓ |
| Address 2 | |
| Address 3 | |
| City | ✓ |
| Province | ✓ |
| Postal Code | |
| Country | ✓ |
| Current Mailing Address (different than Permanent Address) | |

Required fields are indicated with an asterisk (*)

Step 3 Documents Needed to Apply

Any documents required to complete your application will be listed.

Home
Search Jobs
Bookmarked Jobs
Your Applications
Your Documents
Account Settings
Logout
Help

Application for Correctional Studies Instructor: Documents needed to Apply

<< Prev Save changes Next >> Documents needed to Apply Go

Please Note: The document upload process may take a few minutes and you will not be able to complete the application process until all of your documents have completed uploading.

You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system.

[Add Required Resume](#)
[Add Required Cover Letter](#)

<< Prev Save changes Next >> Documents needed to Apply Go

To upload the required document, click on 'Add Required Resume' and choose *File to Upload: Browse* link, select the document you wish to upload and click *Open*. You will see the document name in the field. To complete the upload, click *Submit*. The system will convert your document into pdf format.

Home
Search Jobs
Bookmarked Jobs
Your Applications
Your Documents
Account Settings
Logout
Help

[Return to your Application for Correctional Studies Instructor](#)

Upload Resume

Alternatives: [Write Resume](#)

Name:
Resume 04-11-13 12:12:1

Description:

File to Upload:

Note: If you do not have a résumé prepared, the system can help you create a résumé. Click on the Alternatives: Write résumé (see above arrow) and the following tool can be used to prepare a résumé for your application.

| Field | Required? |
|---|-----------|
| Have you graduated High School or completed your GED? | ✓ |
| Add Post-Secondary Entry | |
| Type of Institute | ✓ |
| Name of Institute | ✓ |
| Years Completed | ✓ |
| Field of Study | ✓ |
| Level Completed | ✓ |
| City | ✓ |
| Province/State | ✓ |
| Country | ✓ |
| Licences and Certifications (free text, list any that apply) | |
| Specialized Skills (free text, list any that apply) | |

Note: If you have made an error, check the box *Remove Entry?* If you have completed more than one level or program, click the *Add Post-Secondary Entry* for additional education completed.

- [Home](#)
- [Search Jobs](#)
- [Bookmarked Jobs](#)
- [Your Applications](#)
- [Your Documents](#)
- [Account Settings](#)
- [Logout](#)
- [Help](#)

Application for Correctional Studies Instructor: Education History

<< Prev Save changes Next >>
Education History

When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (*).

High School/GED

* Have you graduated High School or completed your GED?

Post-Secondary

Please enter your educational history beginning with the most recent by clicking the Add Post-Secondary button.

* Type of Institute

* Name of Institute

* Years Completed

* Field of Study

* Level Completed

* City

* Province/State

* Country

Remove Entry?

Licences and Certifications

Please list all Education, Licenses, Certifications, Professional Designations that are relevant to this position.

Specialized Skills

Please list any relevant specialized skills

<< Prev Save changes Next >>
Education History

Step 6 Work Experience

Add your previous work experience. One work experience is required for this section. Click on the *Add Work Experience Entry* to start. Use the following checklist as a guide:

| Field | Required? |
|---|-----------|
| Most Recent Job Title | ✓ |
| Employer Name | ✓ |
| City/Town | ✓ |
| Province/State | ✓ |
| If Other please enter here | |
| Country | |
| Job Start Date | ✓ |
| Job End Date | |
| Reason for Leaving | |
| Please click if you are still employed in this position | |
| Other Job Titles held at this employer | |
| Short list of responsibilities | |
| Number of employees supervised (if applicable) | |
| Name of Supervisor | |
| Supervisor Phone Number | |
| Supervisor Email | |

Note: If you have made an error, check the box *Remove Entry?* If you have not had any work experience, please fill in required fields noting No Work Experience.

- [Home](#)
- [Search Jobs](#)
- [Bookmarked Jobs](#)
- [Your Applications](#)
- [Your Documents](#)
- [Account Settings](#)
- [Logout](#)
- [Help](#)

Application for Correctional Studies Instructor: Work Experience

← Previ (Save changes) Next →
Work Experience [v] (Go)

When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.
Required fields are indicated with an asterisk (*).

Work Experience
 Please enter your previous employers beginning with the most recent by clicking the Add Work Experience button.
 There is a **maximum of job entry** for this section.

Most Recent Job Title *

Employer Name *

City/Town *

Province/State *

Country *

Job Start Date *

Job End Date

Reason For Leaving

Please click here if you are still employed in this position

Other Job Titles held at this employer

Short list of responsibilities

Number of employees supervised (if applicable)

Name of Supervisor

Supervisor Phone Number

Supervisor Email Address

Remove Entry?

Please select
▼

Please select
▼

If you do not know the exact day, insert the first day of the month.

Please format with area code. For example (560) 555-5555.

← Previ (Save changes) Next →
Work Experience [v] (Go)

Step 7 Voluntary Information

SaskPolytech uses this information for tracking the success of our recruitment activities aligned to our diversity strategies. We are committed to our goal of supporting a workforce that is representative of the demographics of our communities and province. Information you provide here is voluntary, kept confidential and used only for statistical purposes.

Home
 Search Jobs
 Bookmarked Jobs
 Your Applications
 Your Documents
 Account Settings
 Logout
 Help

Application for Correctional Studies Instructor: Voluntary Information

[<< Prev](#) [Save changes](#) [Next >>](#)

Voluntary Information

What is the purpose of the BIAST self-declaration form?
 This information is used for the purpose of calculating diversity statistics to enable BIAST & SGEU to evaluate our progress to achieving a representative workforce. Our goal is to have a workforce that is representative of the demographics of diversity group members in the Saskatchewan working population. Diversity groups include Aboriginal peoples, visible minorities, persons with disabilities and women and men in occupations where their gender is underrepresented. BIAST and SGEU collaborated in the development of the Diversity Self-Declaration Form.

How will BIAST use the data collected and how is it stored?
 Your information is traced for statistical purposes only and kept confidential. This form is kept confidential from your supervisor and work unit and is not stored in your employee file. The form is stored in a self-declaration file in the office of the AVP, human resources.

Why have individuals in the past chosen not to self-declare?
 We acknowledge that some people are hesitant to self-declare as a diversity group member for fear of being marginalized or because of past experiences. We want to assure you the use and intent of our collection of this data is for statistical purposes alone and will not be used in any other way.

What support is available to diversity group members?
 Here are some examples of how we are able to support diversity group members:
 * Accommodation for varying abilities such as work station modification, release time to attend medical appointments related to disabilities, or provision of devices that assist in the ability to perform assigned duties.
 * Support networks for Aboriginal employees such as an Annual Fall Gathering and invitations to social events to build community and connect our Aboriginal employees to one another at the campus level.

If you provide permission for contact on the Diversity Self-Declaration form, HR will contact you to discuss support measures, or for invitation to the events noted above. If you do not provide permission, you will not be contacted.

BIAST and SGEU collaborated in the development of this form. Both BIAST and SGEU encourage voluntary self-declaration by all employees and members.

For more information please contact BIAST Human Resources or your union Campus Chairperson.

Voluntary Information

| | |
|-------------------------|---|
| Aboriginal | <input type="text" value="Please select"/> Aboriginal peoples are persons in Canada who identify themselves to be First Nations, status, treaty or registered Indian, non-status, non-treaty or non-registered Indian, Inuit or Métis. |
| Disability | <input type="text" value="Please select"/> Persons with disabilities are those persons who have varying abilities resulting from a long-term or recurring physical, mental, sensory, psychiatric, or learning impairment. Examples of varying abilities include: mobility restrictions, significant hearing impairment or recurring memory issues that affect learning, to list only a few. These varying abilities can affect individual's prospects of securing employment, receiving training or advancing in employment. |
| Visible Minority | <input type="text" value="Please select"/> Visible minority groups are those who identify themselves as being non-Caucasian. This could include African ancestry, Asian ancestry, etc. This does not refer to nationality or religion, and for the purposes of this form, does not include those of Aboriginal ancestry. |
| Gender | <input type="text" value="Please select"/> |
| Accommodations | <input type="text"/> |

Voluntary Information

| | |
|------------------------------|---|
| Permission to contact | <input type="text" value="Please select"/> If you are a member of a diversity group and would like to be contacted by BIAST Human Resources about specific activities (often social gatherings), or to discussing accommodations, or if you are willing to help BIAST assess our workplace environment, please provide us with permission by selecting "Please contact me to provide information". |
|------------------------------|---|

Step 8 Supplemental Questions

Your answers to supplemental questions are used by SaskPolytech for two purposes. We use this information as part of candidate screening processes. Please respond to any supplemental questions that have been included in your posting to ensure job posting requirements are met. We also use supplemental questions to establish the effectiveness of our advertising.

Home
Search Jobs
Bookmarked Jobs
Your Applications
Your Documents
Account Settings
Logout
Help

Application for Correctional Studies Instructor: Supplemental Questions

<< Prev Save changes Next >> Go

Required fields are indicated with an asterisk (*).

* 1. How did you hear about this employment opportunity?

- Public Job Posting
- Internal Job Posting
- Agency Referral
- Advertisement/Publication
- Personal Referral
- Website
- Other
- No Answer

2. If you answered 'Other' above, please specify source here:

* 3. Do you have a valid Class 5 driver's license?

- Yes
- No
- No Answer

<< Prev Save changes Next >> Go

Step 9 Check for Errors and Submit

This is the final stage before confirming your application. If you have any errors in your application, an error message will appear on that section and require you to complete the missing information.

Incomplete Application: The red box will indicate any errors on your application.

Home
Search Jobs
Bookmarked Jobs
Your Applications
Your Documents

Account Settings
Logout
Help

Application for Correctional Studies Instructor [edit this application](#) | [print version](#)

Your application is incomplete.

One or more sections have invalid or incomplete responses. You can review the summary below for sections marked with a red "X" and click on the section name for more details.

Your Documents needed to Apply have not yet been successfully attached to this application.

- The following documents are required and **must be included** with this application before it may be submitted for consideration.
 - Resume: None [Add Resume](#)
 - Cover Letter: None [Add Cover Letter](#)

 **Personal Information**

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Contact Information

| | |
|---|---------------|
| Last Name | one |
| First Name | test |
| Middle Initial | |
| Preferred First Name | |
| Previous Last Name | |
| Are you a current employee of SIAST? | Yes |
| SIAST Employee ID | 1234 |
| Have you been a student or past employee? | Yes |
| Email Address | test@test.com |
| Primary Phone | 306-555-1212 |
| Secondary Phone | |

Complete Application: Once your application is complete, the message will change to:

Home
Search Jobs
Bookmarked Jobs
Your Applications
Your Documents

Account Settings
Logout
Help

Application for Correctional Studies Instructor [edit this application](#) | [print version](#)

[Certify and Submit](#)

 **Personal Information**

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Contact Information

| | |
|---|---------------|
| Last Name | one |
| First Name | test |
| Middle Initial | |
| Preferred First Name | |
| Previous Last Name | |
| Are you a current employee of SIAST? | Yes |
| SIAST Employee ID | 1234 |
| Have you been a student or past employee? | Yes |
| Email Address | test@test.com |
| Primary Phone | 306-555-1212 |
| Secondary Phone | |

Step 10 Certify and Submit

The final step is to certify and submit your application. This page is your confirmation that the information you have provided is complete and accurate. Click on the check box and enter your initials into the blank field. Once ready, click on the *Submit this Application* button.

Home
Search Jobs
Bookmarked Jobs
Your Applications
Your Documents
Account Settings
Logout
Help

Certify and submit your application for Correctional Studies Instructor

Certification

The Saskatchewan Human Rights Commission has endorsed this declaration form

Declaration:

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief. I understand that should investigation at any time disclose my misrepresentation or falsification of a material fact, my application may be rejected, my name may be removed from the eligible lists, or I may be dismissed from the Saskatchewan Institute of Applied Science and Technology. I hereby request and authorize anyone approached by SIAST to the best of their ability. I hereby release the Institute, its employees and agents and anyone providing information pursuant to a request from the institute to provided information about me from any and all claims whatsoever which may arise as a result of the release of such information. A photocopy of this authorization shall be as valid as the original. I understand that an Enhanced Reliability Check (including a criminal records check) will be conducted for positions where that has been specified as a requirement.

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

[Submit this Application](#) or [Return to Application](#)

Note: If you need to make a change to your application **prior** to the close date of the competition, you can delete your application and resubmit a revised application. All content previously provided such as education and work experience in your account. Make any change you require to your profile or application documents.

Changes to an application are not permitted after the closing date.

Step 11 Application Received

Once your application has been submitted, you will see the following page. This confirms your posting was submitted.

Home
Search Jobs
Bookmarked Jobs
Your Applications
Your Documents
Account Settings
Logout
Help

Your job application has been submitted.

You have successfully submitted your job application.

Your confirmation code is

CN00000013

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

At any time, you may [view your completed job application here](#) or [continue your job search](#).

5. Apply to an Employee Service Contract position

To apply for an Employee Service Contract position, please use the email address and contact information provided on the posting. **The job posting will not have a link to apply on line.** A sample image is provided here:

Home
Search Jobs
Create Account
Login
Help

Mental Health

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the [Apply to this Job](#) link/button.

Please ensure you have an updated resume and cover letter ready for uploading.

If you would like to bookmark this position for later review, click on the [Bookmark](#) link. To email this position to a friend, click on the [Email to a Friend](#) link. If you would like to print a copy of this position for your records, click on the [Print Preview](#) link.

To ensure consideration, applications must be RECEIVED no later than 23:59 pm on the closing date at the Human Resources Office. Please note only those applicants selected for further consideration will be contacted.

[Bookmark this Job](#) | [Email this Listing to a Friend](#) | [Print Preview](#) |

This posting does not accept online applications. Please contact your Human Resource Office for instructions on how to apply.

Employee Service Contract

Announcement Information

| | |
|---------------------------|--|
| Department | Experience Counts-Revenue-DEPT |
| Posting Title | Mental Health |
| Course/Service Date/Times | April 23 – June 10/13 |
| Description | <ul style="list-style-type: none">• Provide instruction to participants who are enrolled in the Mental Health and Addictions applied certificate program.• This course examines the history, services, Aboriginal perspectives, and the role of the 12 core functions in mental health as well as basic signs and symptoms of mental health issues (DSM IV) and the continuum of mental health and well-being including prevalence rates, effects of stigma, the Canadian Mental Health Strategy and the concept of the "Recovery Model".• This course utilizes blended delivery and on-line and face-to-face workshops. |

Use the contact information provided on the bottom of the posting:

Contact Information

| | |
|---------------------------------|--|
| Continuing Education Consultant | <input type="text"/> |
| Mailing Address | SIAS Woodland Campus 1100 - 15th Street East PO Box 3003 Prince Albert, SK S6V 6G1 |
| Location(s) | Woodland Campus (Prince Albert) |
| Other Location | |
| Building | |
| Other Building | |
| Email Address | <input type="text"/> |
| Supervisor Position Number | <input type="text"/> |

6. General Information

For further information regarding the application process, please refer to the *Frequently Asked Questions* section, located on the SaskPolytech Careers home page.