STRATHCONA-TWEEDSMUIR SCHOOL

Application Instructions

1. Applications must contain the following items and should be submitted via email, in .doc, .docx or .pdf format only to careers@sts.ab.ca. Please do not send documents to us via SkyDrive or other cloud-based services.

   i. Cover letter
   ii. Resume
   iii. References
   iv. Copy of your Alberta Teaching Certificate (if you have one)

2. Your references must include the names and contact information (phone number and email address) for three work-related references (one of which must be a direct supervisor). Your referees will not be contacted without your prior consent. Please do not send letters of reference, evaluations and/or transcripts unless asked to do so.

3. Please indicate in your cover letter where you were first made aware of the position (eg: STS website, Education Canada, CAIS, AISCA, Calgary Herald, Okotoks Western Wheel, word of mouth, etc.).

4. Please reference the position you are applying for in the subject line.

General Information

The application deadline is at 12:00 noon on the specified date (unless otherwise indicated). The successful candidate must supply, at their expense, a current (within one month of the acceptance date) Criminal Records Check.

Applications missing any of the above information will not be accepted.

We thank all who apply; however, only those selected to participate in the next phase of our interview process will be contacted.

RR 2 Okotoks, Alberta, Canada T1S 1A2 TEL: 403-938-4431 FAX: 403- 938-8343 WEBSITE: www.strathconatweedsmuir.com