



1. **How do I apply for employment with the Edmonton Catholic School Division?**

All applicants must apply via our external career website, Taleo. For more information on the application process, please visit www.ecsd.net/careers.

2. **What is the difference between a casual, temporary, and permanent position status?**

A casual employee does not have a set number of working hours or days. These employees typically work on an as needed basis to cover absences. Temporary employees are hired for a limited period and employment will end on a pre-determined date. Permanent employees are hired for an indefinite period. Permanent and temporary employees have a set number of working hours and days.

3. **What documents do I require when applying to work with the Edmonton Catholic School Division?**

Applications are encouraged to provide:

- Resume
- Cover Letter

4. **Does Edmonton Catholic Schools require me to provide references?**

References are not required when applying for a position with Edmonton Catholic Schools but will be requested prior to a position being formally offered.

5. **Who do I address my cover letter to?**

There is no specific person to address your cover letter to. Some suggestions include: "Dear Edmonton Catholic School Division" or "Dear Hiring Manager".

6. **Do I have to be Catholic to work for the Edmonton Catholic School Division?**

Edmonton Catholic Schools hire employees of all faiths for non-teacher positions. All employees are required to acknowledge and respect the faith-based environment at Edmonton Catholic Schools.

7. **What is the probationary period with Edmonton Catholic Schools?**

Probationary periods are different for each employee group. Employees who are represented by AUPE, Local 071, Chapter 01 serve a 9-month probationary period. Employees who are represented by Unifor, Local No. 52-A serve a 6-month probationary period. Employees who are classified as Out of Scope serve a 12-month probationary period.

8. **Does the Edmonton Catholic School Division offer health benefits and pension?**

Edmonton Catholic Schools offers a comprehensive benefits program as part of its total compensation package, based on contract status.

9. **Does Edmonton Catholic Schools offer a hybrid and/or remote work schedule?**

Edmonton Catholic Schools offers a hybrid work schedule for employees who do not require regular on-site work. Participation in a hybrid work schedule is determined on a case-by-case basis between the employee and their supervisor.

10. I have other questions about Edmonton Catholic Schools, who do I contact?

Candidates who have questions can contact our Recruitment Specialist, Natalie El-Houmairi, via email at natalie.el-houmairi@ecsd.net.

