



## **WCDSB Administrative Assistant Complete Application Checklist:**

<b>Only COMPLETE applications will be considered for an interview. A COMPLETE application includes:</b>
<b>Online Apply to Education Application form or send a complete application to <a href="mailto:recruiting@wcdsb.ca">recruiting@wcdsb.ca</a></b> <ul style="list-style-type: none"><li>• All Applicants</li></ul>
<b>Cover Letter</b> <ul style="list-style-type: none"><li>• All Applicants</li></ul>
<b>Resume</b> <ul style="list-style-type: none"><li>• All Applicants</li></ul>
<b>Copy of Diploma</b> <ul style="list-style-type: none"><li>• All Applicants<ul style="list-style-type: none"><li>○ Graduates must include a copy of their two (2) year Business related Diploma/Degree.</li><li>○ If a diploma is not available, they may submit a copy of their transcript stating successful completion of the program or a letter from the college stating successful completion of the program.</li><li>○ If you have obtained your educational diploma outside of Canada, you must provide Human Resources with a Comparative Education Service letter from an accredited college or university acknowledged by the Ministry of Education.</li></ul></li></ul> <p><b>NOTE:</b> If a candidate is successful they will be required to submit to Human Resources a copy of their diploma if they have not originally done so.</p>
<b>Two (2) Current Professional References</b> <ul style="list-style-type: none"><li>• All Applicants</li></ul>
<b>Additional Information</b> <ul style="list-style-type: none"><li>○ If you wish you be considered for the supply list, you must apply directly to a posting with a complete application quoting the posting number. The WCDSB will be advertising supply list opportunities on the WCDSB website and ATE. Please note that we do not accept unsolicited resumes</li><li>• Your application package is subject to the terms of the WCDSB Privacy Policy.</li><li>• Should you be hired by another board or become unavailable, please change your status on <a href="http://www.applytoeducation.com">www.applytoeducation.com</a></li><li>• If you have any questions you may contact Natasa Kopic – <a href="mailto:natasa.kopic@wcdsb.ca">natasa.kopic@wcdsb.ca</a></li></ul>

# Fill out only **ONE** application for the Waterloo Catholic District School Board

Send your application on-line through [www.applytoeducation.com](http://www.applytoeducation.com)

Our jobs are posted on applytoeducation and can be viewed by clicking the 'Search Jobs' button on the homepage.

Set up 'job alerts' to receive emails when we post jobs that interest you.

## Save Time Applying

- Fill out **ONE** application and update it as often as you like - we will always see the current version. Visit our employment section at <http://www.wcdsb.ca/> to see the documents we require in your application.

## Save Money Sending Your Application

- applytoeducation is less expensive than paying to mail or fax an application.
- For \$10 you can apply to unlimited job postings with our School Board, and your application is visible to us for one year.
- Take advantage of the applytoeducation free scanning service – no need to pay for multiple transcripts or photocopies of your documents.

## Save the Environment

Applying online is the environmentally friendly way to create and send your application.

If you have any questions contact the applytoeducation customer service department at: [info@applytoeducation.com](mailto:info@applytoeducation.com) or call **1.877.900.JOBS**

[www.applytoeducation.com](http://www.applytoeducation.com)