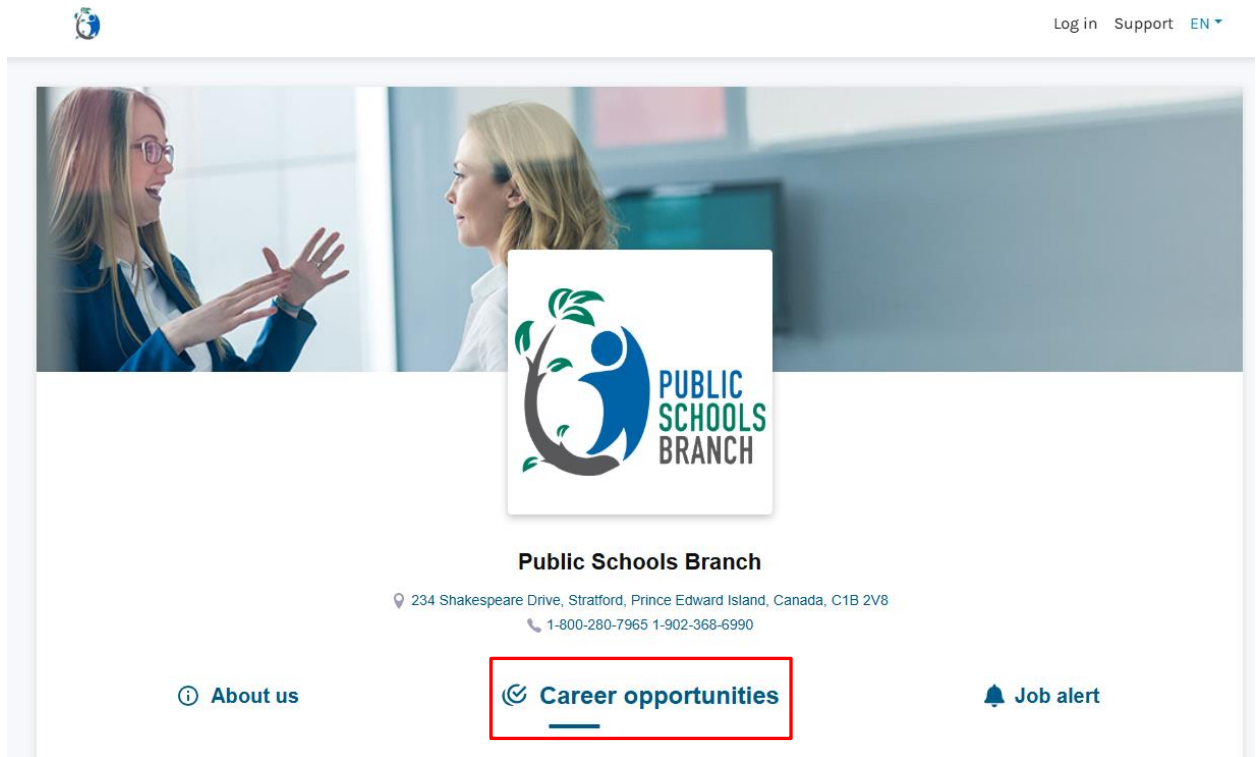


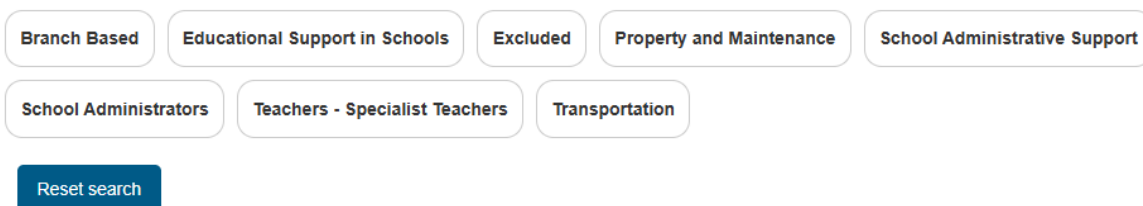
PUBLIC SCHOOL BRANCH

EXTERNAL CANDIDATES - HOW TO APPLY



- From the JobsPEI website, click on “Public Schools Branch Jobs”, then select “Public Schools Branch Jobs Open to the Public”.



- From this page you’ll be redirected to the new Public Schools Branch job board.
- Click on “Career Opportunities”.
- From here, you’ll be able to filter opportunities through different job categories



- Once you’ve clicked on the posting of your choosing, you can view the job posting, download a copy of the posting with a QR code included, or apply for the posting.



Permanent Maintenance Tradesperson IV Plumber/Oil Burner Tech - (Level 14A) Competition # 167081

Public Schools Branch

Cardigan, Prince Edward Island 1 Position available Expires on: March 20, 2025

[Download](#) [APPLY](#)

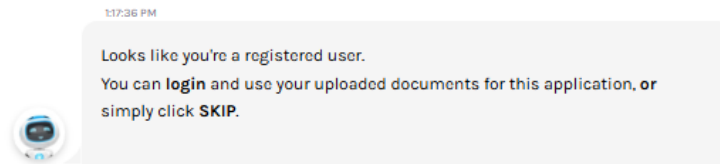
JOB DESCRIPTION

- If you wish to navigate back to the job board, you can simply click “Public Schools Branch”.
- Now you can begin the application process, using the ChatBot, where you will be first prompted to read the Candidate’s Declaration and acknowledge that you have read and agree to the terms and conditions.

- Click “I accept” and “Continue”.
- Next you will be prompted to input your email address.

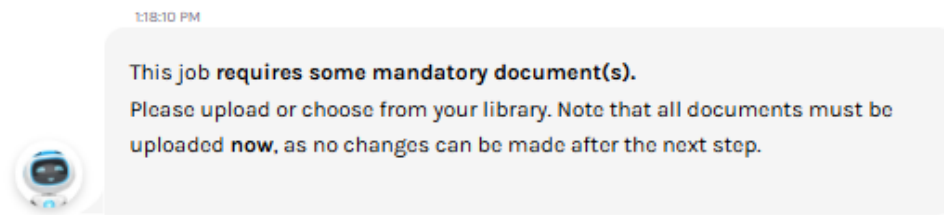
- From here, three scenarios can happen:
 - **New User:** If you're a new user, you'll be asked to enter the verification code it sent to your email, followed by your full name and phone number.
 - **Returning User, Without Account:** If you are already an ATS user but don't have a candidate account, click “Create my candidate account”, and enter the verification code sent to you by email to proceed.

- **Returning Users, With Account:** If you are a returning user with a candidate account, you will simply be asked to sign in. You can also choose to select “Skip” which will send a verification code to your email for confirmation.



Your password Password

- Next you will be prompted to upload any mandatory documents, this might include a CV (resume), cover letter, or any other mandatory documents.



For confidentiality reasons, we recommend that you make sure that you delete any personal information of sensitive nature that appears on your application documents. X

Mandatory document(s)

CV

Maximum size 5Mb
We only accept .doc, .docx, .pdf, .txt.





- Next you will be prompted to upload any non-mandatory documents, this might include a cover letter, or any other mandatory documents. You can then choose to upload the documents or select “Skip”.

1:18:37 PM

Almost done.
There are some optional documents. Add them now because it is not possible to do any changes later.

For confidentiality reasons, we recommend that you make sure that you delete any personal information of sensitive nature that appears on your application documents. X

Optional document(s)

| | |
|---------------------------------|---|
| Cover Letter |  Upload |
| Diploma / Certificates |  Upload |
| Staffing Consultant Certificate |  Upload |
| Other |  Upload |

Maximum size 5Mb
We only accept .doc, .docx, .pdf, .txt.

Skip

- Next you will be prompted to answer questions related to your skills, knowledge, or status.

1:21:54 PM

We'd like you to answer some questions related to your skills, knowledge and status.

- You will then be prompted to submit your application by selecting “Apply Now”.

1:22:46 PM

Excellent! Now, please confirm your application by clicking 'Apply Now'

Apply Now

- Once you select “Apply Now”, you will be redirected to the application submission confirmation page.



Your application has been sent !

You applied successfully to the position of **LMS Specialist (Test)** for **Public Schools Branch (PSB) PEI**

Thank you for your interest in this job opportunity and taking the time to submit your candidacy. After reviewing your application, Public Schools Branch (PSB) PEI will be contacting you directly if your candidacy is retained for the next steps in the hiring process.

It looks like you previously applied using this application platform. We would recommend accessing your ATLAS Connect account regularly to view any pending information requests from Public Schools Branch (PSB) PEI.

You can login to your candidate account by clicking on the following link: [Atlas Connect](#)

In the meantime, you can also view other job offers from Public Schools Branch (PSB) PEI or register for a job alert so that you don't miss any future opportunities !

- Once complete, you will receive an email notification confirming your application was successfully submitted.