

# On-Line Occasional Teacher Application Form Instructions

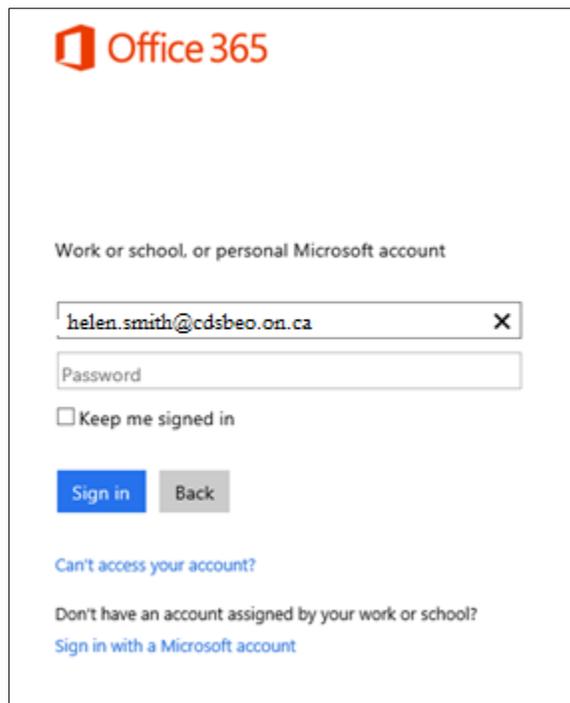
Topic:	Page #
Logging into the SharePoint Site & Creating a New Application .....	1
Attaching the Off. Dec., OCT Qualifications, Medical Certification.....	3
Saving Instructions .....	5
Updating/Changing the Application Once Saved.....	6

All Occasional Teachers must complete an OT Application annually to remain on the OT Roster.

Using the following link, you will gain access to the login screen of *CDSBEO Office 365 SharePoint* where you will be connected to the Occasional Teacher Application form:

<https://cdsbeo.sharepoint.com>

You will login using your CDSBEO user name and password (user name = first name.last name, no spaces, ie: helen.smith@cdsbeo.on.ca for Helen Smith).

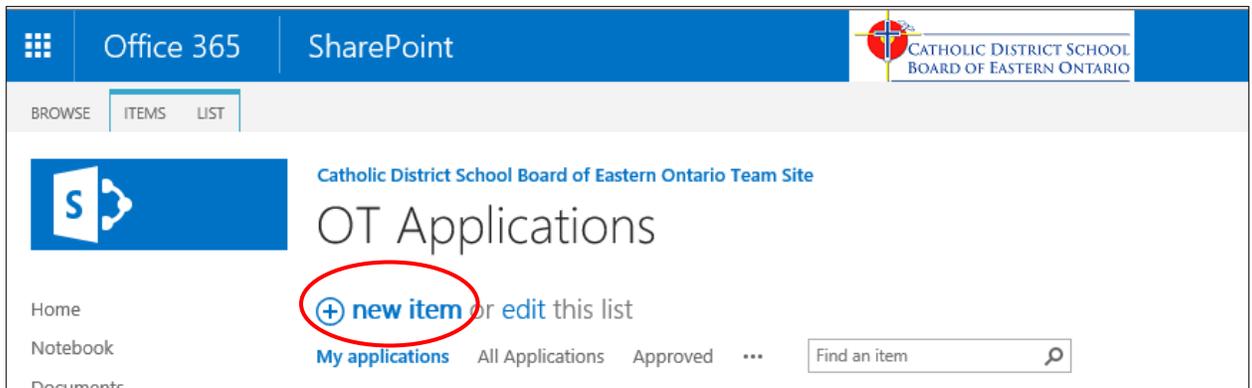


If you do not recall your CDSBEO login credentials, please contact our ICT Department at 613-258-7757 Press 1

- Once you have logged in you will select “OT Applications” (large blue text).



- Now select  **New Item**



You are now ready to create a new Occasional Teacher Application Form.

All fields with \* must be completed.

A screenshot of the 'OCCASIONAL TEACHER APPLICATION FORM' from the Catholic District School Board of Eastern Ontario. The form includes fields for 'Name', 'CDSBEO Employee Number', 'Ontario College of Teachers Number', 'Phone', 'Address', 'Personal email', 'City', 'Date', 'Province', and 'Postal code'. A checkbox is located at the bottom of the form, with an arrow pointing to it from the text below.

Only Occasional Teachers who are on the A list are to select the above box. Should the “A” list drop below 20% of the Board’s regular (FTE) teaching complement, B list Occasional Teacher’s will be invited by email in order of seniority to be on the A list.

Occasional Teachers on the B list may choose individual schools from any region, as desired.

Once all selections have been completed on the form, please attach all required documents.

OCT Qualifications and the Offence Declaration must be submitted annually by all Occasional Teachers & newly retired teachers. The Medical Certificate is only required if the OT selected Yes to the last question. All documents can be attached to the online application by first saving the documents to your computer or taking a picture with your cell phone and uploading.

Please attach required forms or fax it to  
613-258-3610

- OCT Qualifications
- Offence Declaration
- Medical Certificates
- Other



If you complete the Offence Declaration Form electronically and use an electronic signature, please email [Heather.Cuggy@cdseo.on.ca](mailto:Heather.Cuggy@cdseo.on.ca) with the following statement:

“I *first name/last name*, confirm this is me attempting to sign the Offence Declaration form”. Without this statement, Human Resources cannot accept the document.

**Instructions for Attaching a document to your online OT Application:**

After you have saved your documents to your computer (OCT Qualifications, Offence Declaration Form, Medical Certificate), select “Click Here to Attach a File”



Select Browse to locate the file from your computer:

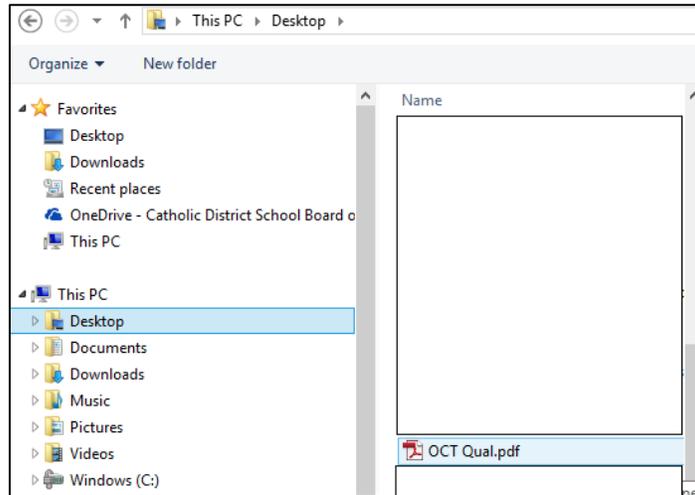
Attach File

Select a file, and then click Attach to upload it.

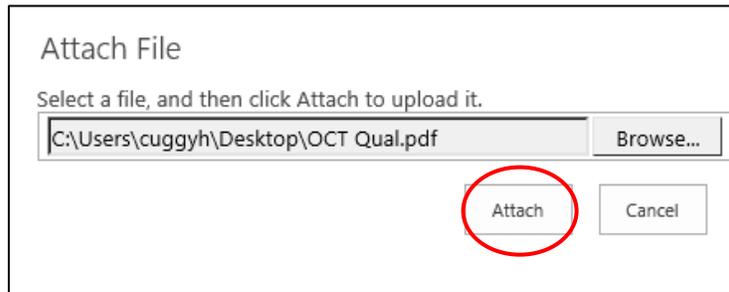


Double click on the file you wish to attach. You may attach more than one file to the OT Application, but files can only be attached one at a time.



Select “Attach”



Your file is attached.

Repeat these steps for all required documents.

At the end of the document, you may select



for your records.

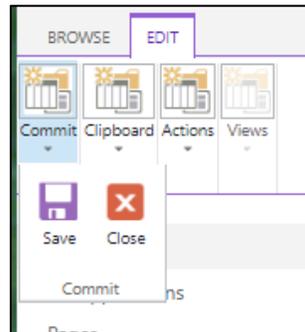
The following link will direct you to the CDSBEO website where you can print a copy of the Office Declaration Form:

<http://www.cdsbeo.on.ca/careers/occasional-teaching/>

For the OT Application to be received by the CDSBEO HR Dept, it must be saved:

## Saving Instructions:

Once you have completed the form and all the boxes with a red asterisk are filled in, at the top left you should see **Browse and Edit**. Select **Edit**. Select **Commit**. Select **Save**. Once save is selected, the Human Resources Dept. will receive an emailed notification that your application is complete.



If you do not see **Browse and Edit**, click your mouse in the “address” field box. This will prompt the Edit selection to appear. Select **Edit**. Select **Commit**. Select **Save**. You are done. The Human Resources Dept. will receive an email notification that your application is complete.



If you are not able to attach the files to the OT application, you may take a picture with your phone and email them to [heather.cuggy@cdsbeo.on.ca](mailto:heather.cuggy@cdsbeo.on.ca) or fax the documents to 613 258-3610 or mail the documents to:

Catholic District School Board of Eastern Ontario  
Box 2222, 2755 Hwy 43  
Kemptonville, Ontario, K0G 1J0  
Attn: Heather Cuggy

Human Resources will review each completed online application form and approve it online. If there are any questions or outstanding items, you will be contacted by the Human Resources Department by email.

You may also login and review your OT application, if the form status states “Pending” it has yet to be reviewed. If the form status states “Approved”, HR has reviewed it and the application is complete.

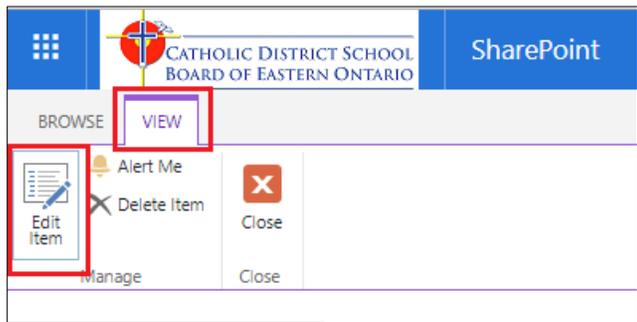
All Occasional Teachers will be emailed no later than August 31 informing them of their place on the OT Roster.

**Updates throughout the school year:**

If you wish to make updates to your form at any time throughout the school year, login again and select your name in the list ~ your name is a hyperlink into your OT Application selections.



Select “View then Edit Item” (top left), make the required changes, select Save.



Once selecting ‘Save” the CDSBEO Human Resources Department will be notified by email of your changes.