

# On-Line Occasional Teacher Application Form Instructions

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).



Work or school, or personal Microsoft account

helen.smith@cdsbeo.on.ca

Password

Keep me signed in

Sign in

Back

[Can't access your account?](#)

Don't have an account assigned by your work or school?


[Sign in with a Microsoft account](#)

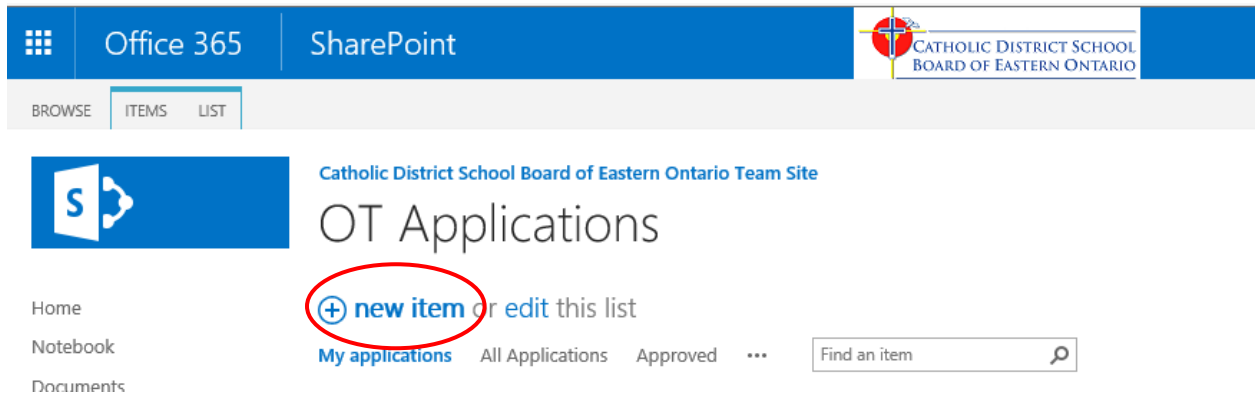


If you are unsure of your username and password,  
please contact our ICT Department at 613-258-7757 ext #3

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



➤ Now select  **New Item**



The screenshot shows the SharePoint interface for the 'Catholic District School Board of Eastern Ontario Team Site'. The top navigation bar includes 'Office 365' and 'SharePoint'. Below this, there are tabs for 'BROWSE', 'ITEMS', and 'LIST'. The main content area displays the site title 'Catholic District School Board of Eastern Ontario Team Site' and 'OT Applications'. A red circle highlights the '+ new item' link, with the text 'or edit this list' next to it. Below this, there are links for 'My applications', 'All Applications', and 'Approved'. A search box labeled 'Find an item' is also visible.

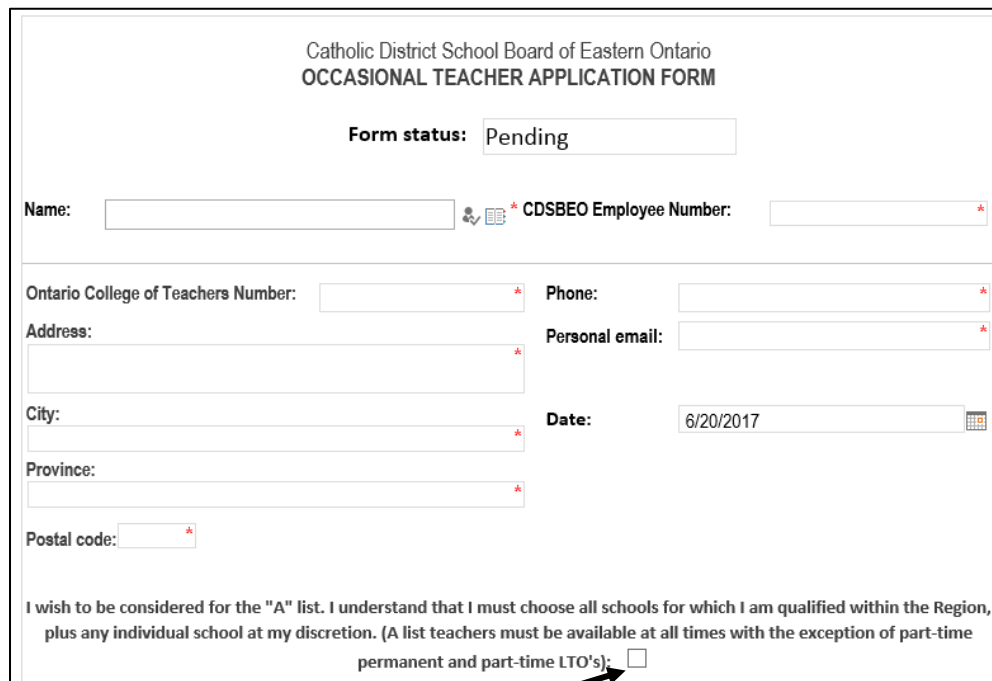
You are now ready to create a new Occasional Teacher Application Form.

The online application must be completed each school year for all current Occasional Teachers, recently added Occasional Teachers and recent/new retired teachers.



SFE will not call for occasional teaching jobs unless this form is completed.

All fields with \* must be entered.



The screenshot shows the 'Catholic District School Board of Eastern Ontario OCCASIONAL TEACHER APPLICATION FORM'. The form status is 'Pending'. The form contains several fields, some marked with a red asterisk (\*):

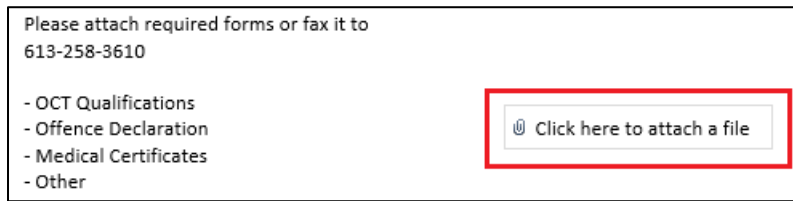
- Name:
- CDSBEO Employee Number:
- Ontario College of Teachers Number:
- Phone:
- Address:
- Personal email:
- City:
- Date:
- Province:
- Postal code:

At the bottom, there is a checkbox for the statement: "I wish to be considered for the 'A' list. I understand that I must choose all schools for which I am qualified within the Region, plus any individual school at my discretion. (A list teachers must be available at all times with the exception of part-time permanent and part-time LTO's):" The checkbox is currently unchecked. An arrow points to this checkbox.

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.

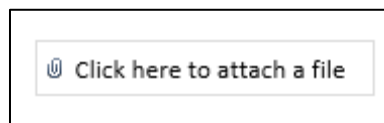
Once all selections have been completed on the form, please attach all required documents.

OCT Qualifications and the Offence Declaration must be submitted annually by all Occasional Teachers. 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.

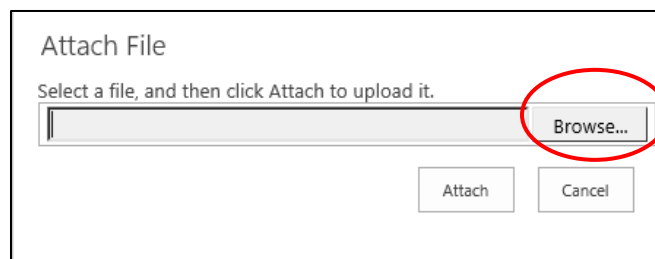


**Instructions for Attaching a document to your online OT Application:**

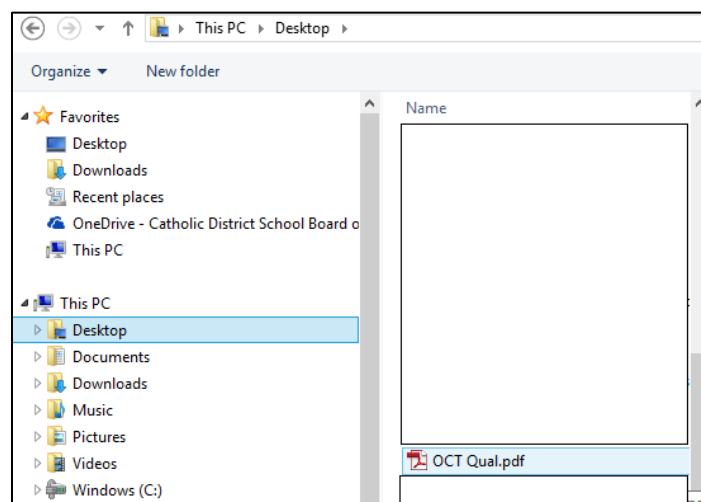
After you have saved your documents to your computer (OCT Qualifications, Offence Declaration Form, Medical Certificate), select “Click Here to Attach a File”



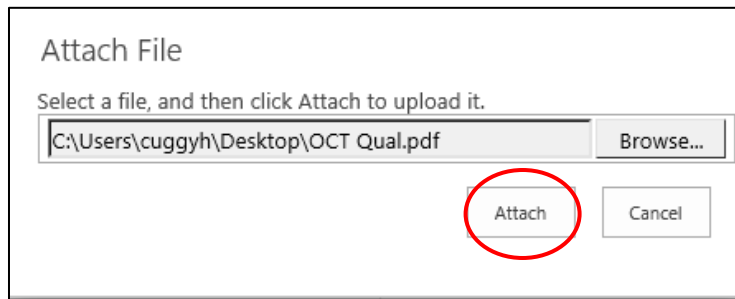
Select Browse to locate the file from your computer:



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.



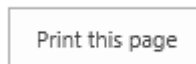
Select “Attach”



Your file is attached.

Repeat these steps for all required documents.

At the end of the document you may select



for your records.

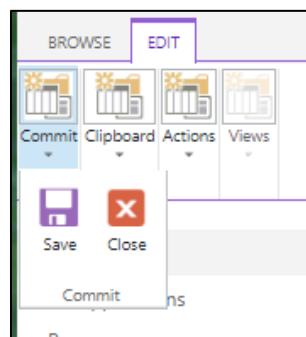
The following link will direct you to the CDSBEO website where you can print a copy of the Office Declaration Form:

<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 Heather Cuggy, HR Officer / SFE Operator 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. Heather Cuggy 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  
Kemptville, Ontario, KoG 1J0  
Attn: Heather Cuggy

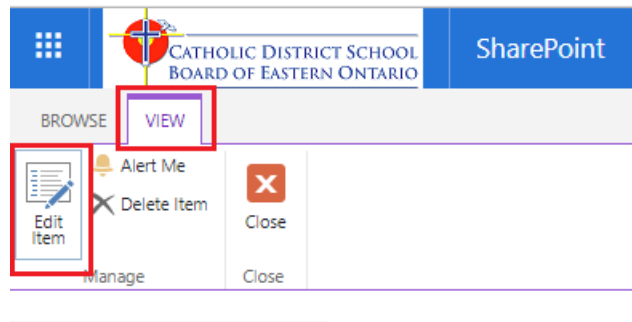
Human Resources will review each completed online application form and approve it online. If there are any questions or outstanding items, you will be contacted by the Human Resources Department by email. You may also login and review your OT application, if the form status states "Pending" it has yet to be reviewed. If the form status states "Approved", HR has reviewed it and the application is complete.

**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.