

## Applying for Employment with the Coast Mountains School District 82 (Support Staff)

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### Internal Applicants

If you are currently an employee of the district, you may apply as below (please apply to each posting separately):

- By email to: **hr@cmsd.bc.ca** Please state the **posting number in the subject line** of your email. The body of the email **must** contain the following information: the posting number, your name, your contact information including address, postal code and telephone number. If you wish to include an updated resume please attach it to the email.
- By Fax: Applications must be faxed to 1-888-330-3467. It **must** the following information: the posting number, your name, your contact information including address, postal code and telephone number. If you wish to include an updated resume, please fax this after the cover sheet.
- By mail: Applications are to be sent to:

The Coast Mountains School District 82  
3211 Kenney St  
Terrace BC V8G 3E9  
Attention: Human Resources

Applications **must** be received at the School Board Office by the deadline indicated on the posting and include the following information: the posting number, your name, your contact information including address, postal code and telephone number.

### External Applicants

If you are not currently employed with the district, please apply as indicated below (please apply to each posting separately\*):

*\*If you are applying to be a casual-on-call employee, please indicate the type of employment you are applying for: Educational Assistant, Noon Hour Supervisor, Custodial, or Clerical.*

- By email to: **hr@cmsd.bc.ca** Please indicate the posting number in the subject line of the email. Please include a cover letter, resume, references, and additional information required as per the posting (driver's abstract, copy of certificates, etc).
- By mail: Applications are to be sent to:

The Coast Mountains School District 82  
3211 Kenney St  
Terrace BC V8G 3E9  
Attention: Human Resources

Applications to specific postings must be received at the School Board Office by the deadline indicated on the posting and include the following information: a cover letter, resume, references, and additional information required as per the posting (driver's abstract, copy of certificates, etc).