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INSTRUCTIONS FOR APPLYING TO A JOB POSTED ON THE ADCO WEB SITE

The ADCO web site is accessible at both www.adco-o.on.ca and www.childcaretoday.ca. In addition to allowing ADCO members advertise job vacancies at their centres, it allows ECEs and other child care professionals to apply for these positions. You don't have to be an ADCO member to apply for a position using the system.

- 1) You may view the job vacancies advertised on the ADCO web site by visiting either www.adco-o.on.ca or www.childcaretoday.ca. Select "For ECEs" from the navigation menu along the top, then click "Career Opportunities." You will then see the Career Opportunities section of the site.
- 2) If a large number of available jobs makes it hard for you to browse through the entire list simply by scrolling, you may narrow your search by clicking on the categories at the right side of the screen. Currently, there are just two--"ECE" and "Other--Assistant, administrative, etc." (The "home" option will bring you back to this initial "Career Opportunities" screen.)
- 3) Once you've selected your category, a shortened version of each position available will appear. When you see one in which you're interested, click on "more info" to view the entire posting. If you decide you'd like to apply, click "Apply Now."
- 4) You will be taken to an electronic form that allows you to apply simply by filling in the required fields. Complete the online form, attach any requested Cover Letters and/or Resumes, and click the "Submit" button. Once you click "Submit" the employer will have received your application.

Terms of Service:

While we make every effort to ensure that every aspect of our online properties--www.adco-o.on.ca & www.childcaretoday.ca--are fully functional, accurate and up-to-date, ADCO accepts no liability for inconvenience, losses or damages related to the use of its web sites. Technical problems may be reported to ahannen@adco-o.on.ca

ADCO does not pre-screen applicants or view any of the other information you submit to employers via our job posting system, nor do we review or verify the job information posted on this system. All of the information you submit via the ADCO system becomes the property of the employer involved.

Your email address may be recorded for future contact by ADCO to determine your satisfaction level with our system, or to let you know of other ADCO services that may be of interest to you. Your email address will not be sold or disclosed to anyone else.