



For Questions call: 1-877-900-5627 | Email: info@simplication.com | M-F: 5:30 am – 5:00 pm

Follow these three steps to create an on-line portfolio and apply to jobs

- REGISTER
- CREATE YOUR PORTFOLIO
- APPLY FOR JOBS

REGISTER

Click 'Apply on Line' from the Career Section. You will be brought to a page that will allow you to 'Register'

- Select 'I am registering as an EXTERNAL applicant'
- **Choose your position category:**
Teachers, Principals & Superintendents
ECE, EA/TA, Clerical, Custodian
Management & Professionals
- Complete the applicant registration page

CREATE YOUR PORTFOLIO

Before applying to our career opportunities, ensure the following sections of your portfolio are complete. Once your portfolio is complete make it visible. Click on 'Portfolio' and select an employment preference.

Teachers, Principals, Superintendents	ECE, EA/TA, Clerical, Custodian	Management & Professionals
<ul style="list-style-type: none"> ✓ Personal Information ✓ Qualifications ✓ Language Skills ✓ Experience ✓ References ✓ Cover Letter ✓ Resume ✓ Supporting Documents 	<ul style="list-style-type: none"> ✓ Personal Information ✓ Cover Letter ✓ Resume ✓ Criminal Record Check 	<ul style="list-style-type: none"> ✓ Personal Information ✓ Cover Letter ✓ Resume



Livingstone Range
SCHOOL DIVISION NO. 68

For Questions call: 1-877-900-5627 | Email: info@simplication.com | M-F: 5:30 am – 5:00 pm

If you do not have all the requested **supporting documents, simply upload them as they become available.

*Teaching Evaluations, Certificates & Diplomas, Teaching Qualifications, Reference Letters, Transcripts, Criminal Record Check *

APPLY FOR JOBS

- Click 'Job Postings' on the navigation bar, select 'Search Jobs' and then 'Search'.
- Select the job posting title
- Upload a customized cover letter and/or resume specific to the job posting
- Click 'Apply'
- Jobs that you have applied to will arrive in the 'Job Application Log'