

How to Apply to Foothills School Division

STEP 1: Visit <u>https://fsd.simplication.com/WLSBLogin.aspx</u> and click on **Register** or **Link Account** if you have an existing account with a different employer.

oothil Hool DIVIS	ION	Foothills School Divisi
LOGIN	CREATE AN ACCOUNT	LINK AN EXISTING ACCOUNT
Username: Password: Passwo	Thank you for your interest in Foothills School Division #38. We accept applications for all positions online. We ask all those interested in joining our division to create an online portfoio. Please complete all sections of your portfolio before applying to a job posting, unless you are a student in your Inal year of your Bachelor of Education. If so, we encourage you to begin your portfolio today, and add required documents as they are made available to you.	I want to link to an existing account I have with another employer to apply to Foothills School Division.
	Please note that the user name and password you choose for this application is only to be used for applications and searches relative to job postings with Foothills School Division = 38. To search positions with our division, you can do so through our career webpage. There, you will also find a step-by-step guide to completing your application portfolio in PDF format.	
	If you have any questions or concerns relative to completing your online portfolio, please call	
SIGN IN	REGISTER	

STEP 2: If you clicked 'Register', choose your position category (i.e. Teachers, Principals and Superintendents) from the drop-down menu. Fill in the registration page, such as creating a username, password (should be a login combination that you can easily remember) and personal information. Click '**Register'** to create your account.

* Select Position Category:	• •	
	Please note that the Position Category cannot be changed after registration.	
* User Name:		
* Enter Password:		
* Re-type Password:		
* First Name:		
* Last Name:		
* Country:	Canada *	
* Province/State:	N/A *	
* Email:		On an year register, year will be re
* Confirm Email:		Once you register, you will be re-
* Word Verification:	Type the characters you see in this picture. Letters are case sensitive and without spaces.	
	TOEXT	directed to your account. You
		unected to your account. Tou
	Generate New Image	
		will also receive an email
Terms & Conditions:	Please take a minute to review the following terms and conditions which govern the user portion of this site:	will diso receive an emain
	The use of the personal information you submit upon registration or subsequently is governed by the	6 1 1 1 1
	Simplication Privacy Policy, which stipulates among other things the reasons why personal information is	confirmation letting you know
	For your convenience, we highlight below sections of Simplication's PRJVACY POLICY that address the use	
	of registration and application information. You can read the full version of Simplication's privacy policy on	that way's a variatorial an
	Print and possible control	that you ve registered an
	The information we getter on Simplication is used for the limited purpose of allowing applicants to search for take and electronically each their application to employeer, analyzed create an account for each	, 0
		account with Easthills School
	I agree with these terms and conditions and declare that the information I submit on this	account with Foothins School
	website is true.	
	CANCEL REGISTER	Division
	For assistance please call 1-877-900-5627 or email info@simplication.com	

Questions? Call: 1-877-900-5627 I Email: info@simplication.com I M-F: 5:30 am – 5:00 pm

STEP 3: When registration is complete, you are ready to complete your online **Portfolio** and apply to opportunities.

Create your Portfolio

Before applying to our career opportunities, ensure the following sections of your Portfolio are complete. Once your Portfolio is complete, click on 'My Portfolio'' and select an employment preference.

Teachers, Principals and	Support – ECE, TA,	Management and
Superintendents	Clerical, Custodian, etc	Professionals
✓ Personal Information	✓ Personal	✓ Personal
 Qualifications 	Information	Information
✓ Language Skills	✓ Cover Letter	✓ Cover Letter
✓ Experience	✓ Resume	✓ Resume
✓ References	✓ Include	
✓ Cover Letter	Reference	
✓ Resume	contact details on	
✓ Supporting	your resume	
Documents		

Teachers: 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

How Do I View & Apply to External Job Postings?

STEP 1: Log into your account via https://fsd.simplication.com/WLSBLogin.aspx

STEP 2: Click 'Job Postings' on the navigation bar and select 'Search Jobs'.

STEP 3: Select the job posting title of the job that you would like to apply to and click the **'Apply'** button at the bottom of the page.

NOTE: Jobs that you have applied to successfully will appear in your **'Job Application Log'** in the **Job** Postings section

Internal Applicant Instructions

Follow the steps below to register as an 'Internal Applicant'. If you have any questions, don't hesitate to contact the Customer Service number provided below.

- Go to https://fsd.simplication.com/WLSBLogin.aspx and log into your account.
- If you do NOT have an existing account, select the Register option to create an account. You will be required to create a username/password that you will need to use to sign into your account to access the postings.

How do I gain access to Internal postings?

1. Under the Administration section in your account, click the 'Register for Internal Account' page



2. Complete the Internal Applicant Registration form and click the 'next' button to submit

Internal Applic Please enter the informat Note: The email address Fields marked by an aster	ant Registration on on the School Beard you want to register with as an internal applicant. ny our Personal Information section will be revised to the one listed below. sk (*) are mandatory.	
* School Board:	Grande Yellowhead Public School Division No.77	
* Email:	info@spplytoeducation.com	
Current Work Assig	iment	
* Subject(s):	* Grade(s): Grade 1	
* School/Location: Contract Status: * Employee Group(s):	Creater Valley Blood diag has Grow School Backerson Sarvices Centre waraww School Backerson Sarvices Centre Pathe Startedi Saptember ▼ 1970 ▼ Pathe Startedi Saptember ▼ 1970 ▼ Pathe Startedi Saptember ▼ 1970 ▼ Pathe Startedi Saptember ▼ 1970 ▼ Saptember ♥ Saptember ♥ Saptem	Once you register as an Internal Applicant, you will be re-directed to the Account Summary page
I understand that to will negatively imp	view internal job postings or register as an internal applicant I must be an employee of the School Board and that falsifying information act my chances of being hired.	Account Summary page.

Once Foothills School Division has approved your internal registration, you will receive an email confirmation.

How Do I apply to Internal Postings?

1. Log into your account via <u>https://fsd.simplication.com/WLSBLogin.aspx</u> and access the Search Jobs page in the Job Postings section. Ensure that the 'Display internal/occasional postings' toggle is on.



- 2. Click on the posting title
- 3. Answer any job-related questions and click the 'apply' button to submit your application

After you click the 'Apply' button you will receive 3 confirmations:

- A pop-up message will confirm your successful application
- You will receive a confirmation email
- The job posting will also appear in your Job Application Log in the Job Postings section in your account

NOTE: If you wish to make any changes to your resume and/or cover letter or job-related questions, please go to your 'Job Applications Log' to make the changes. HOWEVER, once the posting closes, you

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will no longer be able to update your application for the posting.

How Do I receive Job Alerts for Internal Postings?

- 1. Log into account via https://fsd.simplication.com/WLSBLogin.aspx
- 2. Access the Manage Job Alerts page in the Job Postings section
- 3. Check off 'I wish to be emailed when my employer posts internal job(s)' to activate your internal job alerts.

Manage Job Alerts

✓ I wish to be emailed when my employer posts internal job(s).

NOTE: Job Alert emails are sent to the email address found on the **Personal Info** page in the **Portfolio**. We encourage you to access the Junk and Spam folder in your email as well.