How to Apply to Foothills School Division

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

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.

Once you register, you will be re-directed to your account. You will also receive an email confirmation letting you know that you've registered an account with Foothills School Division

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

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

Once you register as an Internal Applicant, you will be re-directed to the 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 https://fsd.simplication.com/WLSBLogin.aspx 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

==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.==