



For Questions call: 1-877-900-5627 | Email: info@simplication.com | M-F: 6:30 am – 6:00 pm CST

FOLLOW THESE THREE STEPS TO CREATE AN ACCOUNT AND APPLY TO JOBS

1. REGISTER at <https://KPDSB.simplication.com> OR go to www.kpdsb.on.ca – Departments – Human Resources – Employment Opportunities – and click the <https://kpdsb.simplication.com> link
2. CREATE YOUR ACCOUNT
3. APPLY FOR JOBS

1. REGISTER

On the landing page (<https://KPDSB.simplication.com>) ensure that you Click ‘Register’ to the right of the sign in section.

- Choose your position category: *
 - A) Teachers, Principals & Superintendents (includes occasional teachers)
 - B) ECE, EA/TA, Clerical, Custodian (includes casuals in these areas)
 - C) Management & Professionals
- Complete the applicant registration page

*If you wish to apply to both teaching and non teaching positions you will need to create two accounts. You can use the same name however will have to utilize a different Username (i.e. janesmith and janesmith2) – everything else can be the same

You will receive an e-mail that confirms your registration and your username so ensure that you write down your password (if you do forget your password it can be changed at any time from the log in page (forgot log-in)

2. CREATE YOUR PORTFOLIO

Before applying to our career opportunities, ensure that you have answered the mandatory questions and that the following sections of your portfolio are complete.

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 ✓ Qualifications ✓ Cover Letter ✓ Resume ✓ Criminal Record Check 	<ul style="list-style-type: none"> ✓ Personal Information ✓ Cover Letter ✓ Resume

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

3. APPLY FOR JOBS

Now that you are registered you can apply for jobs in one of two main ways.

1. Log In to your Account and search Job Postings from the drop down menu. From the search results click on a job that you are interested in. You will then find an “Apply” button at the bottom of the job
2. From the KPDSB Website (Employment Opportunities), click on the Job Posting that you are interested in and you can click the “apply now” button that will take you to the <https://KPDSB.simplication.com> landing page where you will then log in to the account that you created.

NOTE: You can also sign up for Job Alerts so that you will receive an e-mail when a job is posted to the site. Do this by using the Search Job Postings and at the bottom of the page you will see **Job Alert:** Click on Yes to ensure that you are sent an e-mail to the e-mail account that you used within your account.

Thanks so much for expressing your interest in employment with the KPDSB