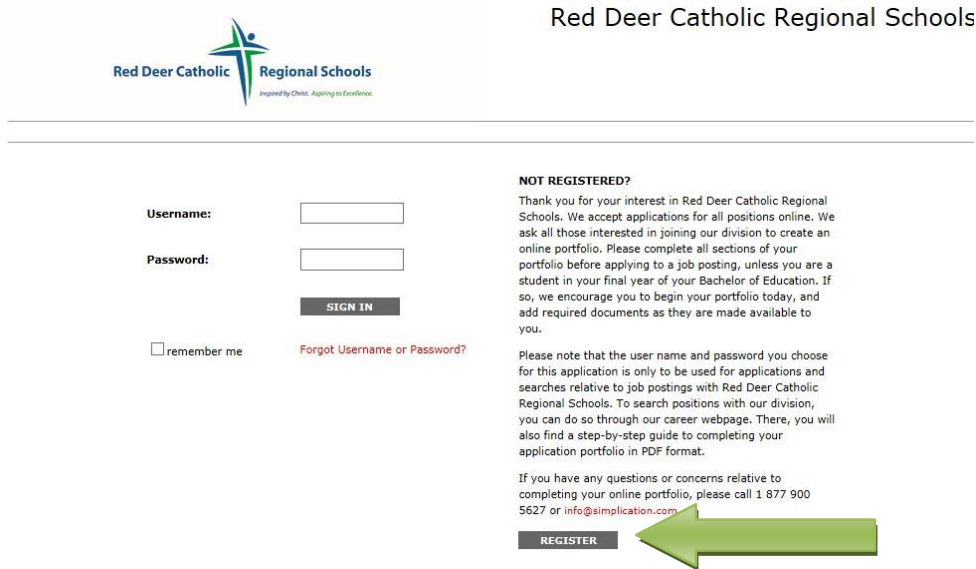


How to Register and Apply to Jobs

How to Register for Jobs

STEP 1: Go to <http://rdcrs.simplification.com>. Click **REGISTER** to create an account.



Red Deer Catholic Regional Schools

Red Deer Catholic Regional Schools
Inspired by Christ. Aspiring to Excellence.

Username:

Password:

remember me

[Forgot Username or Password?](#)

SIGN IN

NOT REGISTERED?


Thank you for your interest in Red Deer Catholic Regional Schools. We accept applications for all positions online. We ask all those interested in joining our division to create an online portfolio. Please complete all sections of your portfolio before applying to a job posting, unless you are a student in your final 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.

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 Red Deer Catholic Regional Schools. 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 1 877 900 5627 or info@simplification.com

REGISTER

STEP 2: All applicants (internal and external) are to select, "I am registering as an EXTERNAL applicant."



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Red Deer Catholic Regional Schools Text Size [+] [-] July 27, 2015
Visit our site!

Applicant Registration

Register Now to submit an online application to Red Deer Catholic Regional Division No. 39

Select your applicant type

I am registering as an EXTERNAL applicant

CANCEL **NEXT**



STEP 3: Select the appropriate career category below:

- Teachers, Principals and Superintendents**
- ECE, EA/TA/ERW, Clerical, Secretarial, Administrative, Custodians, etc.**



Red Deer Catholic Regional Schools

Visit our site!

Applicant Registration

External Applicant

You are registering as an External Applicant

Select your Position Category

Teachers, Principals & Superintendents ▼
Teachers, Principals & Superintendents
ECE, EA/TA/ERW, Clerical, Secretarial, Administrative, Custodians, etc.

CANCEL

NEXT

Step 4: Complete all the sections below to create a User Name and Password. Be sure to complete the word verification and click REGISTER.

Select Username and Password

* User Name:

* Enter Password:

* Re-type Password:

* Your First Name:

* Your Last Name:

* Country:

* Province/State:

* Postal/Zip Code:

* Phone: Ext:

* Email:

* Confirm Email:

Word Verification

Type the characters you see in this picture



Letter are case sensitive without spaces

Terms & Conditions

Please take a minute to review the following terms and conditions which govern the user portion of this site:

The use of the personal information you submit upon registration or subsequently is governed by the Simplification Privacy Policy, which stipulates among other things the reasons why personal information is collected, the uses that will be made of your personal information, your rights of access and rectification. For your convenience, we highlight below sections of Simplification's PRIVACY POLICY that address the use of registration and application information. You can read the full version of Simplification's privacy policy on www.simplification.com.

The information we gather on Simplification is used for the limited purpose of allowing applicants to search for jobs and electronically send their application to employers. Applicants create an account for each employer they want to send their information to. Only those employers who are selected by an applicant are given access to his/her information. General

I agree with these terms and conditions and declare that the information I submit on this website is true.



Step 5: When Registration is complete you should receive a confirmation of this on the following webpage. You are now ready to complete your online portfolio and apply to career opportunities.

Red Deer Catholic Regional Schools



Applicant Registration

REGISTRATION IS COMPLETE

Congratulations, you have successfully created your account with **Red Deer Catholic Regional Division**
No. 39. Use the menu on the top of your screen to navigate through your online portfolio.

Where do you start?

Here are few features you may want to take advantage of:

- Fill in your online Application Portfolio, starting with your Personal Info
- Click Search Jobs under the 'Job Postings' tab to view and apply to positions you are interested in. Jobs you have applied to will appear in your Job Application log.

How do I view and apply to job postings?

STEP 1: Visit <http://rdcrs.simplification.com> and login using the username and password.

STEP 2: Complete your 'Portfolio' - **Please refer to the chart below for the complete list of documents you must upload to your portfolio.**

STEP 3: Click 'Job Postings' on the navigation bar and select 'Search Jobs' and then 'Search'.

STEP 4: Select the job posting title that appears in **Green** when matching positions appear from the search. Click the 'Apply' button at the bottom of the page.

STEP 5: Jobs that you have applied to will arrive in the 'Job Application Log', you will also receive a confirmation pop up, as well as a confirmation email.

Portfolio Requirements

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.

Teaching Staff and Leadership	Support Staff
<input checked="" type="checkbox"/> Personal Information <input checked="" type="checkbox"/> Qualifications <input checked="" type="checkbox"/> Language Skills <input checked="" type="checkbox"/> Experience <input checked="" type="checkbox"/> References <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> *Supporting Documents <input checked="" type="checkbox"/> Pastoral Reference <input checked="" type="checkbox"/> Criminal Record Check	<input checked="" type="checkbox"/> Personal Information <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Criminal Record Check <input checked="" type="checkbox"/> Include Reference contact details on your 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*



Username and/or Password Assistance

STEP 1: If you forget your user name and password, visit <http://rdcrs.simplification.com> and click 'Forgot Your Login?'

STEP 2: Enter your School District email address and your login combination will be sent by email.