



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

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

- REGISTER at winnipeg.sd.simplication.com
- CREATE YOUR PORTFOLIO
- APPLY FOR JOBS

REGISTER

On the login and Registration page, you will click 'Register' to create your profile

- Select 'I am registering as an EXTERNAL applicant'
- Choose your position category:
Teachers, Principals & Superintendents
- Complete the applicant registration page

CREATE YOUR PORTFOLIO

Before applying to our career opportunities, ensure the following sections of your portfolio are complete.

Teachers, Principals, Superintendents	3 Professional References are required and must include:	Complete applications include the following supporting docs:
<ul style="list-style-type: none"> ✓ Personal Information ✓ Answer Questions on 'My Portfolio' ✓ Qualifications ✓ Language Skills ✓ Experience ✓ References ✓ Cover Letter ✓ Resume ✓ Supporting Documents 	<ul style="list-style-type: none"> ✓ Name of Reference ✓ Residential Address with Postal Code ✓ Email Address 	<ul style="list-style-type: none"> ✓ Provincial teaching certificate ✓ Teaching Evaluations/Practicum Reports ✓ Transcripts (New Grads)

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