



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 support 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:
ECE, EA/TA/ERW, Clerical, Custodians, etc.
- Complete the applicant registration page

Complete your Portfolio

Before applying to our career opportunities, ensure the following sections of your portfolio are complete: Personal Info; My Portfolio; Qualifications; Experience, References, Resume, Cover Letter, Supporting Documents (See below for the list of Supporting Documents related to your desired position)

Educational Assistant	Food Handler	Transportation	Maintenance & Facilities
<ul style="list-style-type: none"> ✓ First Aid Certificate ✓ CPR Certificate ✓ NVC^I* Certificate 	<ul style="list-style-type: none"> ✓ Food Handler’s Certificate 	<p>Bus Driver:</p> <ul style="list-style-type: none"> ✓ Driver’s Abstract ✓ Class 5 Driver’s License <p>Bus Mechanic:</p> <ul style="list-style-type: none"> ✓ Class 5 Driver’s License ✓ Journeyman Truck Mechanic License 	<p>Cleaner:</p> <ul style="list-style-type: none"> ✓ Enrolment in 5th Class Power Engineering Course <p>Caretaker:</p> <ul style="list-style-type: none"> ✓ 5th Class Power Engineering Certificate <p>Trade Staff</p> <ul style="list-style-type: none"> ✓ Journeyman Certificate

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

*Non-Violent Crisis Intervention