



# Holy Spirit Catholic School Division

*...where students are cherished and achieve their potential*

## How to Apply

Updated February 8, 2023

### STEP 1: Login to your account.

Go to <https://holyspirit.simplification.com>. On this page, you will see three options for logging in. These are your options:

- a. If you do not already have an account, click **Create Account**.

Create Account

- b. If you already have an account set up with Holy Spirit Catholic School Division through Apply to Education, enter your username and password and click **LOGIN**.

LOGIN

- c. If you have previously set up an account through Apply to Education with another employer and you wish to link that account with Holy Spirit Catholic School Division, click **Link Account**.

Link Account

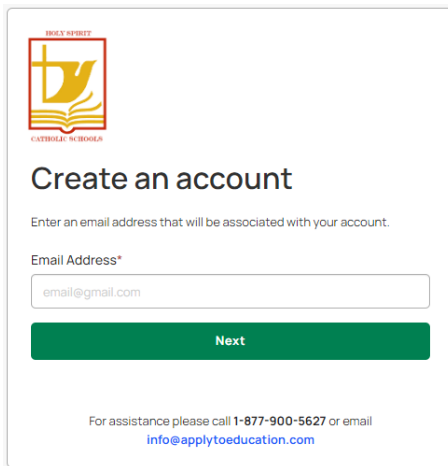
If you forgot your login information, click **Forgot Username or Password?**

[Forgot Username or Password?](#)

Once you have logged into your account, you can proceed to [STEP 2](#) on page 4.

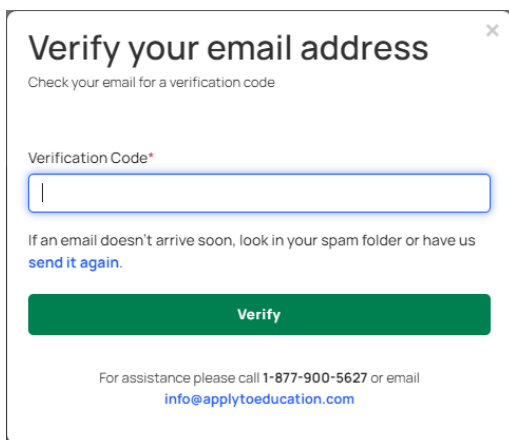
## How to Create an Account

If you have chosen step 1a above (Create Account), enter the email address that will be associated with your application and then click **Next**.



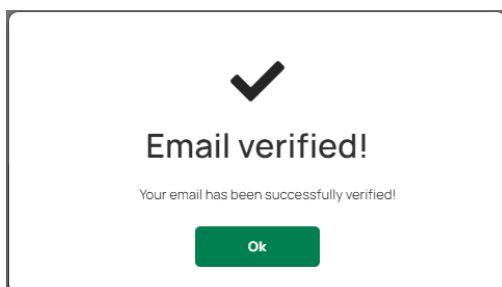
The form features the Catholic Schools logo at the top left, which includes a shield with a cross and a book, with the text "CATHOLIC SCHOOLS" below it. The title "Create an account" is centered. Below it, a subtitle reads "Enter an email address that will be associated with your account." A label "Email Address\*" is positioned above a text input field containing "email@gmail.com". A green "Next" button is centered below the input field. At the bottom, contact information is provided: "For assistance please call 1-877-900-5627 or email [info@applytoeducation.com](mailto:info@applytoeducation.com)".

You will be sent an email from [info@applytoeducation.com](mailto:info@applytoeducation.com) with a verification code. Check your email to retrieve the code. (If you don't see the email, you may want to check your spam folder.) Enter your verification code and click **Verify**.



The form has a title "Verify your email address" with a close button (X) in the top right corner. Below the title, it says "Check your email for a verification code". A label "Verification Code\*" is above a text input field. Below the input field, a message reads: "If an email doesn't arrive soon, look in your spam folder or have us [send it again](#)." A green "Verify" button is centered below the message. At the bottom, contact information is provided: "For assistance please call 1-877-900-5627 or email [info@applytoeducation.com](mailto:info@applytoeducation.com)".

You will receive a message that indicates your email has been verified. Click **Ok**.



The message features a large green checkmark icon at the top. Below it, the text "Email verified!" is displayed in a large font. Underneath, a smaller line of text says "Your email has been successfully verified!". At the bottom, there is a green button with the text "Ok".

Complete the Applicant Registration information and click **Register**.

Note: The 'Position Category' selection will determine which types of jobs you will be able to view. There are three job position categories:

1. Teachers, Principals & Superintendents
2. ECE, EA/TA/ERW, Clerical, Custodians, etc.
3. Management & Professionals

Once a job position category is selected, it cannot be changed. More information about job position categories can be found here: <https://help.applytoeducation.com/index.php/2017/06/02/which-position-category-should-i-choose/>

### Applicant Registration

**\* Select Position Category:**  ?

Please note that the Position Category cannot be changed after registration.

**\* User Name:**

**\* Enter Password:**

**\* Re-type Password:**

**\* First Name:**

**\* Last Name:**


**\* Country:**

**\* Province/State:**

**\* Email:**

**\* Confirm Email:**

**\* Word Verification:** Type the characters you see in this picture.  
Letters are case sensitive and without spaces.



[Generate New Image](#)

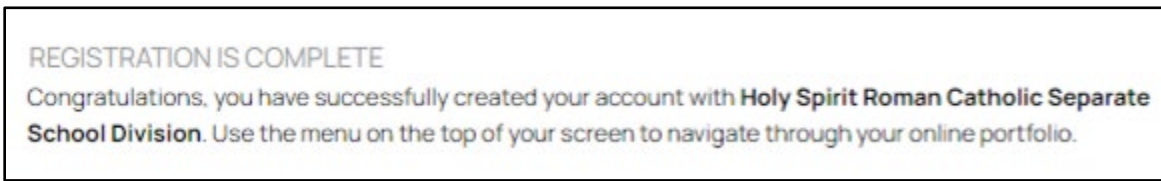
**Terms & Conditions:** Please take a minute to review the following terms and conditions which govern the user portion of this site:

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 by following the "Privacy Pledge" link at the bottom of this page.

The information we gather on Simplification is used for the limited purpose of allowing

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

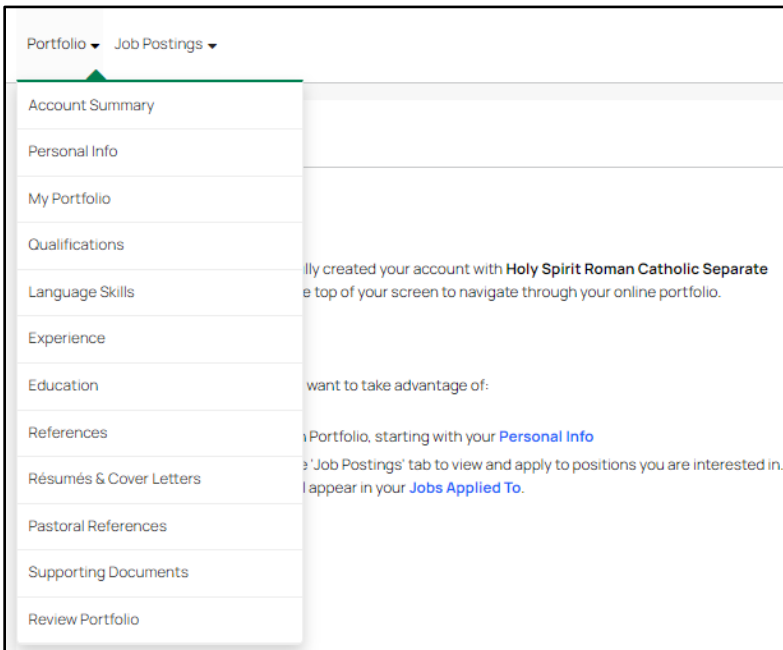
You will receive a message indicating that your registration is complete.



## STEP 2: Complete your “Personal Information”.

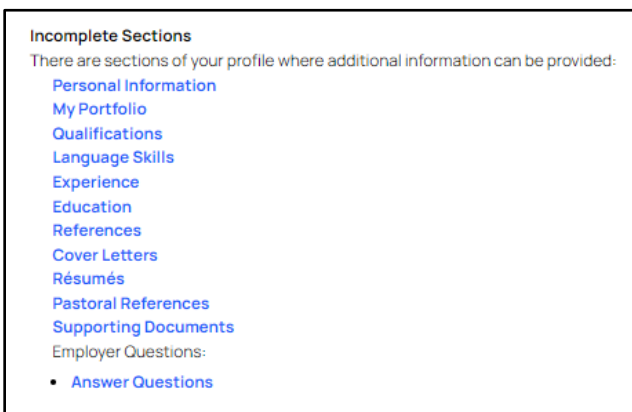
If you have already completed your personal information you can proceed to [STEP 3](#) on page 5.

From the menu at the top of the page, click **Portfolio**.



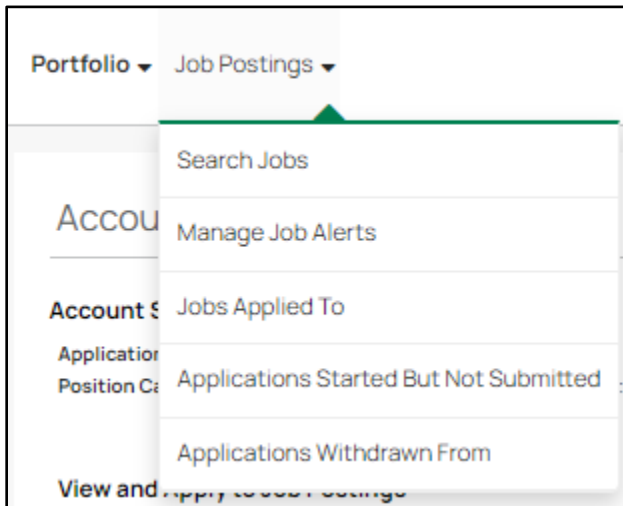
Click **Account Summary** to view and complete the sections listed in “Incomplete Sections”.

Note: You will not be able to apply to any job postings without first completing “Personal Information”. Click on the title of each section to complete it. All fields marked with an asterisk (\*) are required.



### STEP 3: View job postings.

From the menu at the top of the page, click **Job Postings** and select **Search Jobs**.



You will see all the active job postings in the 'Position Category' you selected in the Registration process. You can use the search bar or scroll on this page. Click on the job title to view the job posting details.

### STEP 4: Apply for a job.

Click **Apply** at the bottom of the job posting page.



### STEP 5: Complete the requirements for the job posting.

Each job posting may have different requirements. Follow the steps as indicated. Any mandatory sections will be marked as such. You can skip optional sections by clicking **Next**.

You must complete the following information to proceed with this application.

- The Résumé and Cover Letter are not mandatory to apply to this job posting. You can upload either of these if you want to.

Employer: Holy Spirit Roman Catholic Separate School Division

Job title:

Job code:

## Résumé & Cover Letter

Attach a resume and/or cover letter before applying for this job posting "SELECT FILE" button can be used to upload a file

### Résumé document:

- ☐ Include the resume from my portfolio
- ☒ Upload a custom resume for this job posting

Select File...

### Cover Letter document:

- ☐ Include the cover letter from my portfolio
- ☒ Upload a custom cover letter for this job posting

Select File...

You can upload : .PNG, .JPG, .JPEG files less than 10 megabyte (MB) and .PDF, .DOC, .DOCX, .RTF, .TXT files less than 5 megabyte (MB)

Next

## Pastoral Reference Letters & Faith Reference Portfolio

Follow the instructions below to upload a pastoral reference to your portfolio

- STEP 1:** Click on the School District name
- STEP 2:** Click the [SELECT FILE...] button
- STEP 3:** Find your document on your computer and Double Click on it
- STEP 4:** If you want to update the document, click [DELETE] and then redo the steps above.

Default

Holy Spirit Roman Catholic Separat

Select File...

Next

You can upload : (\*.PNG), (\*.JPG), (\*.JPEG) files less than 10 (MB)  
and (\*.PDF) files that are less than 5 (MB) in size.

If you upload a PDF ensure your document is not password  
protected.



## Supporting Documents

Scan and upload documents you want employers to see.

Documents in the Unassigned folder are not visible to employers.

To move your documents within a folder, select a document and click the 'Up' or 'Down' button.

To move your document between folders, select a document, pick the folder in the 'Move To' drop-down box below and click the 'OK' button.

Click [+] to view Documents within a folder.

- Unassigned Documents
- Certificates & Diplomas
- Reference Letter(s)
- Criminal Background Check (VSS)
- Additional Documents

Next

### Questions

The questions below are asked as part of the application process.

Questions marked with an asterisk (\*) are mandatory.

#### First Nation School or Education Authority

Are you interested in working for a First Nation School or Education Authority? \*

☐ No ☐ Yes

#### Rural or remote locations

Are you interested in working in rural or remote locations? \*

☐ No ☐ Yes

#### Holy Spirit Roman Catholic Separate School Division

Are you Catholic? \*

☐ No ☐ Yes

If you answered "no" to the previous question, is there a religion you identify with? If so, please specify. If not, please write "N/A". \*

#### Independent or Private School

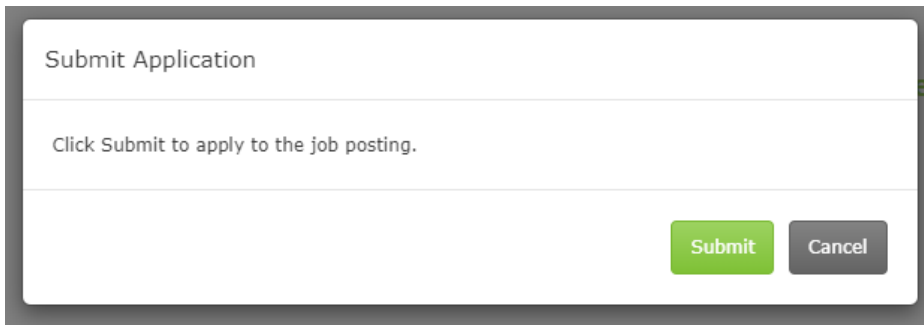
Are you interested in working for an Independent or Private School? \*

☐ No ☐ Yes

NEXT

## STEP 6: Submit your application.

After following the steps for completing your application, you will have the option to submit your application.

A screenshot of a web form titled "Submit Application". The form has a white background with a thin grey border. Inside the form, there is a line of text that says "Click Submit to apply to the job posting." Below this text, there are two buttons: a green "Submit" button and a grey "Cancel" button. The form is set against a dark grey background.

Once you click **Submit**, you will get 3 confirmations that your application was successfully received.

1. There will be a pop up on the screen letting you know your application was successful.
2. You will receive an email confirming you applied to the job.
3. The job will be listed in the 'Jobs Applied to' log of your account, found under the Job Postings Menu.

If you require assistance with the application process, please contact:

Apply to Education  
M-F: 5:30 am – 5:00 pm  
1-877-900-5627  
[info@simplication.com](mailto:info@simplication.com)

Or

Holy Spirit Catholic Schools  
Human Resources  
[hr@holyspirit.ab.ca](mailto:hr@holyspirit.ab.ca)