



**SEVEN OAKS
SCHOOL DIVISION**
community begins here

There are three steps to apply for positions with Seven Oaks School Division:

- 1. Register – You must register with a user name and password different from other online applications you have with applytoeducation – it will be unique to Seven Oaks’ online application process**
 - 2. Create your Portfolio**
 - 3. Apply for Jobs**
1. On the Seven Oaks human resources page, Click on “APPLY NOW” and you will be brought to a new page, Click “Register”
 - Click/Select "I am Registering as an EXTERNAL applicant"
 - Click Next
 - Choose the appropriate category for the position you are applying for, then Click “Next”
 - Complete the Applicant Registration Page, then Click “Register”
 - Registration is Complete – you will then receive an email from info@simplication confirming your registration
 2. Next, you will want to complete your Application Portfolio. To make your portfolio is visible click ‘Portfolio’. For teacher applicants, please answer the questions and then select at least one teaching preference. You **MUST CHECK** at least one teaching preference in order to be visible to Seven Oaks. Your portfolio contains:
 - Personal Information
 - Qualifications
 - Language Skills
 - Experience
 - Education
 - References
 - Cover Letters
 - Resumes
 - Supporting Documents
- If you do not have all of the requested supporting documents, simply upload them as they are made available to you. For serious consideration, you will require all the documents.
3. Lastly, if you wish to apply for positions:
 - Click “Job Postings”, on the drop down, click “Search Jobs”, then “Search”. You may view all postings but to apply for postings, you must select the posting, then click APPLY by scrolling to the very bottom of the page. Note that you can upload a new cover letter and resume, specific to a particular job posting, if you wish.