



SCHOOL DISTRICT 57

2100 Ferry Avenue, Prince George, BC V2L 4R5

250 561 6800 • www.SD57.BC.ca

How to Apply

CUPE

ECE, EA and Support Staff

For more information or if you need assistance with your application, please contact us at
hr@sd57.bc.ca or 250-561-6800

Make A Future – Creating an Account

1. Go to (click link) <https://sd57-makeafuture.simplification.com>
2. Click Register



CAREERS IN
BC EDUCATION



LOGIN

Username:*

Password:*

☒ Remember Me

LOGIN

[Forgot Username or Password?](#)

CREATE AN ACCOUNT

Click the 'Register' button below to apply online to *School District #57 (Prince George)*'s job postings.

Have questions or require assistance?
Please contact applicant@makeafuture.ca or call 1-866-806-6851.

Register

LINK AN EXISTING ACCOUNT

I want to link to an existing account I have with another employer to apply to *School District #57 (Prince George)*.

Link Account

3. Complete all fields. Be sure to select **"ECE, EA and Support Staff"** in the "Select Position Category" dropdown. Once you've completed all fields, click 'REGISTER' at the bottom.

Applicant Registration

* Select Position Category: **ECE, EA and Support Staff** ⓘ

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

* User Name: * User Name is required.

* Enter Password: * Password is required.

* Re-type Password:

* First Name:

* Last Name:

* Country: **Canada** ▼

* Province/State: **N/A** ▼

* Email:

* Confirm Email:

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



[Generate New Image](#)

Internal Applicants: If you are an internal applicant, once you have created your account, click "Register for Internal Account" under the "Administration" section and your request will be sent to your employer.

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.

CANCEL **REGISTER**

If it gives you an error saying that there is already an account linked to your email, please phone Make A Future at 1-866-806-6851 so they can help you access your account.

Completing Your Profile

Reviewing & Updating your Portfolio

****DO THIS BEFORE APPLYING TO POSTINGS!****

Login to your Make A Future Account

<https://sd57-makeafuture.simplification.com/>



Make a Future  CAREERS IN BC EDUCATION

LOGIN

Username:*

Password:*

☒ Remember Me

LOGIN

[Forgot Username or Password?](#)

CREATE AN ACCOUNT

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Register

LINK AN EXISTING ACCOUNT

I want to link to an existing account I have with another employer to apply to *School District #57 (Prince George)*.

Link Account

Confirm your portfolio is complete and up to date.

Click Portfolio, then Personal Info.



Make a Future  CAREERS IN BC EDUCATION

Portfolio ▾ Job Postings ▾

Personal Info

Account Summary

My Portfolio

Qualifications

Language Skills

Experience

Education

References

Résumés & Cover Letters

Supporting Documents

Review Portfolio

References

Cover Letters

Résumés

Supporting Documents

Employer Questions:

- Answer Questions

Registration Date: Apr 28, 2020

Last Updated: Jun 03, 2021

Expiration Date: Apr 28, 2022

Additional information can be provided:

Confirm ALL information is accurate and up to date.

Make a Future

CAREERS IN BC EDUCATION



Portfolio ▾ Job Postings ▾

Account ▾

Personal Information

Your Contact Information
Pronoun(s):
First Name: Brittany
*** Last Name:** Simrose
*** Current Address:** 2100 Ferry
*** City:** Prince george
*** Province/State:** British Columbia
*** Country:** Canada
*** Postal/Zip Code:** V2N 1R5
Is this your Permanent Address?: ☐ No ☒ Yes

Employers you apply to might want to email you
*** Email:** bsimrose@sd57.bc.ca
*** Phone:** 2505616800 **Ext:** 812
Alternative Phone: **Ext:**

Work Availability
When are you available to start work: 2020-04-28

Work Eligibility
*** Are you legally eligible to work in Canada?** ☐ No ☒ Yes
*** Are you willing to re-locate?** ☒ No ☐ Yes

SAVE

NEXT

Once you've updated your information, click Next.
Click on 'answer questions' and update all fields.

Make a Future

CAREERS IN BC EDUCATION



Portfolio ▾ Job Postings ▾

Account ▾

My Portfolio

Your application is visible unless you select 'Not Visible'.

Also ensure you search and apply to job postings.

Selected School Districts	Not Visible	FT	PT	CT	TTOC	Employer Questions
School District #57 (Prince George)	☐	☒	☒	☒		edit preferences answer questions

FT - Full Time, PT - Part Time, CT - Contract

SAVE

NEXT

Questions

The questions below are asked as part of the application process.
Questions marked with an asterisk (*) are mandatory.

School District #57 (Prince George)

Have you ever been suspended, disqualified, censured, discharged or had disciplinary action instituted against you in an employment capacity?

☒ No ☐ Yes

Are you currently charged with a or have you ever been convicted of an offense under the Criminal Code of Canada, or under any other Canadian legislation, or the law of any other province or country that might be related to your employment with School District No. 57? *

Are you willing to take a pre-employment skills, aptitude, attitude or values survey? *

☐ No ☒ Yes

Have you ever received a less than satisfactory performance evaluation or performance appraisal? *

☒ No ☐ Yes

I agree that all the information I have provided in this application form, interview, my resume and any other attachments is complete and true in every respect. I agree that is any of this information is found to be untrue or incomplete, or if I fail to respond completely and truthfully to any question asked, my application may be rejected, or in the event that my application is successful, my employment may be terminated. *

☐ No ☒ Yes

I agree that as a condition of application and possible employment, I authorize School District No 57 to contact any references, past or present employers named in my application form, or in my resume and any other attachments, for the purposes of (1) verifying my qualifications and other information in these documents, (2) assessing my past work performance and (3) determining my suitability for employment. I understand that all references will be received in confidence by School District No 57 and will not be released to me without the referee's consent. *

☐ No ☒ Yes

I understand that any offer of employment is conditional on me providing, at my own cost, School District No. 57 with a complete criminal record search pursuant to BC's Criminal Records Review Act and a satisfactory review of the results of the search by School District No 57. *

☐ No ☒ Yes

Is your application complete with a detailed resume, cover letter, transcripts and all relevant documents. *

☐ No ☒ Yes

SAVE

NEXT

Click the Portfolio menu at the top of the page and select My Portfolio.

Make a Future 

CAREERS IN
BC EDUCATION



Account Summary

Personal Info

My Portfolio

Qualifications

Language Skills

Experience

Education

References

Résumés & Cover Letters

Supporting Documents

Review Portfolio

Cover Letters

SS
rs, Principals & Superintendents

Registration Date: Apr 28, 2020

Last Updated: Jun 03, 2021

Expiration Date: Apr 28, 2022

job postings

ations you have started

Additional information can be provided:

**This will take you to where you left off, prior to updating the Employer Questions.
Click NEXT.**

My Portfolio

Your application is visible unless you select 'Not Visible'.

Also ensure you search and apply to job postings.

Selected School Districts	Not Visible	FT	PT	CT	TTOC	Employer Questions
School District #57 (Prince George)	☐	☒	☒	☒		edit preferences answer questions

FT - Full Time, PT - Part Time, CT - Contract

SAVE NEXT

Click ADD NEW on the Language Skills page.

Language Skills

To enter a language skill, click on the **[Add New]** button. If you enter more than one language, you can use the **[move up]** and **[move down]** buttons to display in your desired sequence.

ADD NEW

Next

Add your language skills. For more than one, click ADD NEW until all have been entered. Once done, click SAVE, then Next.

Language Skills

To enter a language skill, click on the **[Add New]** button. If you enter more than one language, you can use the **[move up]** and **[move down]** buttons to display in your desired sequence.

ADD NEW

* Language: English ▾

Speak: ☐ No ☐ Basic ☒ Fluent
 Read: ☐ No ☐ Basic ☒ Fluent
 Write: ☐ No ☐ Basic ☒ Fluent

Sample/Notes:

SAVE CANCEL

Next

On the Job Related Experiences, use the dropdown to select how many years of experience you have. Once done, click SAVE, then NEXT.

Portfolio ▾ Job Postings ▾ ? Account ▾

Job Related Experiences

Years Experience
Select the # of years of full-time, part-time, or occasional work experience you have in your desired position.

5+ years SAVE

Seniority:
Other Info:

Previous Related Experiences
To enter your job related experiences, click on the **Add New** button.

ADD NEW

NEXT

On the Education page, enter the secondary school that you graduated from, then click SAVE.

Click ADD NEW to add your Post-Secondary Education information. Fill in the University/College, Start and End Dates and Degree/Diploma. Click SAVE, then NEXT.

Portfolio ▾ Job Postings ▾ ? Account ▾

Education

Secondary Education
Enter the school you graduated from: SAVE

Post-Secondary Education
Click the 'Add New' button to enter universities and/or colleges you attended.

*** University/College:**

*** From:** March ▾ 2022 ▾

*** To:** March ▾ 2022 ▾ ☐ Present

*** Degree/Diploma:** ▾

Other Degree:

Major:

Minor:

Notes:

Country: N/A ▾

Province/State: N/A ▾

SAVE CANCEL

ADD NEW NEXT

On the Professional References page, click ADD, then complete all fields. To add additional references, click ADD. Once completed, click SAVE, then NEXT.

Professional References

* Name:

* Organization:

* Position/Relationship:

Country:

Canada

* Work/Day Phone#:

Ext.:

Alternative Phone#:

Email Address:

ADD

SAVE

CANCEL

NEXT

On the Resumes & Cover Letters page, you can upload your Resume. You can also upload your Cover Letter to this page, or you can upload a Cover Letter specific to the job posting when you submit your application. Once you have submitted your Resume, click NEXT.

Portfolio ▾ Job Postings ▾

Account ▾

Résumés & Cover Letters

If you do not upload a customized Résumé & Cover Letter for the School Board(s) you select, they will see your Default Résumé & Cover Letter (if you upload one).

You can also upload a customized Résumé & Cover Letter when applying to job postings.

- STEP 1: Click on **Résumé** or **Cover Letter**.
- STEP 2: Click the [SELECT FILE...] button.
- STEP 3: Find your **Résumé** or **Cover Letter** on your computer and Double Click on it.

School District #57 (Prince George)

Résumé

Cover Letter

SELECT FILE...

Next

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

On the Supporting Documents page you can upload any additional documents. Click on the applicable category, then click SELECT FILE. Once you have uploaded all of your documents, click NEXT.

Please note, although there is a section for "Criminal Background Check (VSS)" a new Criminal Record Check will be required upon hire. This paperwork will be provided with your New Hire Paperwork if you are a successful candidate.

Portfolio ▾ Job Postings ▾

Account ▾

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

SELECT FILE...

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

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

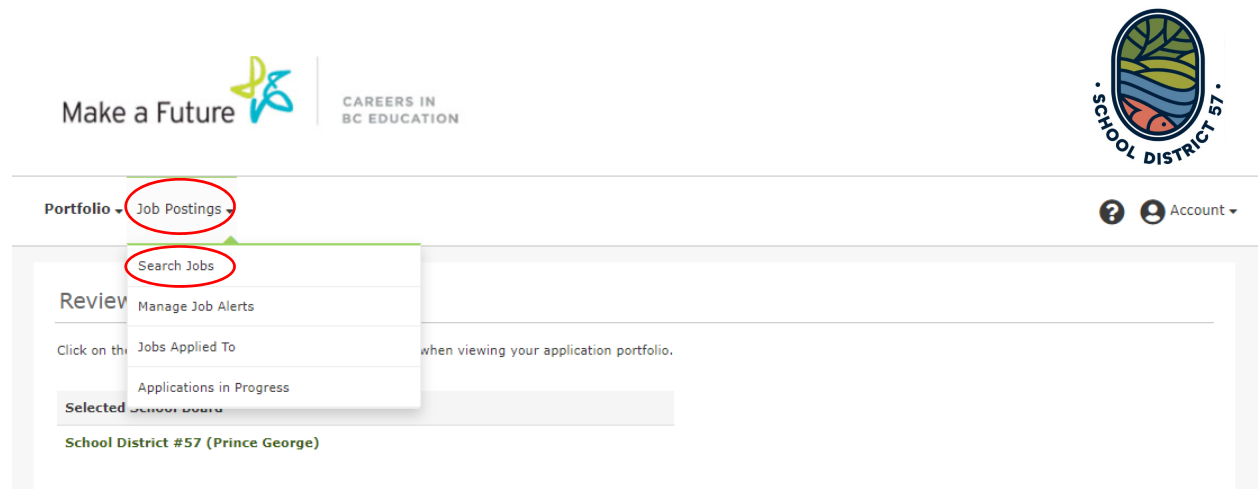
If you want to upload a Word doc click 'Save as Adobe PDF' to do so.

NEXT

Your portfolio has now been completed. Please see next page to apply to a posting.

Applying to a Posting

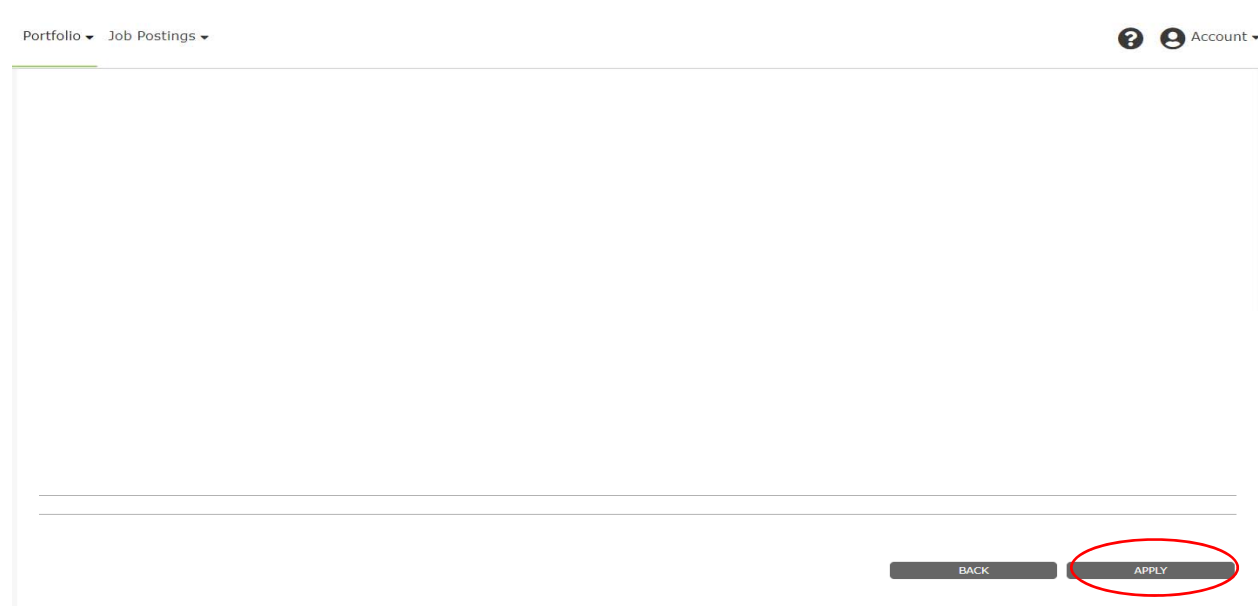
Click on the Job Postings menu at the top of the page and select Search Jobs.



All of the jobs you see are what you have the option of applying to.

Once you find a posting you would like to apply to, click on the posting.

At the bottom of the job posting, click **APPLY**.



If you would like to upload a Cover Letter or Resume that is specific to the posting, you can upload it here by clicking **SELECT FILE**. Otherwise, you can select “include the resume/cover letter from my portfolio.”

Click Next.

Step 3 of 5

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

- Résumé
- Cover Letter

Employer: School District #57 (Prince George)

Job title: Teacher 2021-22 Lac des Bois French Imm Gr. K 1.0
Continuing Position

Job code: 3041031

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 1 megabyte (MB)

NEXT

If you followed the steps in the Portfolio section and had all of your supporting documents uploaded, you should now see a pop-up window telling you to submit your application.

Make a Future 

Portfolio ▾ Job Postings ▾

 SCHOOL DISTRICT 57

  Account ▾

Submit Application

Click Submit to apply to the job posting.

Submit Cancel

Step 5 of 5

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

Employer: School District #57 (Prince George)

Job title: Teacher 2021-22 Lac des Bois French Imm Gr. K 1.0
Continuing Position

Job code: 3041031

Résumé & Cover Letter

You should receive an email confirming that you have successfully applied the posting.