



SCHOOL DISTRICT 57

2100 Ferry Avenue, Prince George, BC V2L 4R5

250 561 6800 • www.SD57.BC.ca

How to Apply

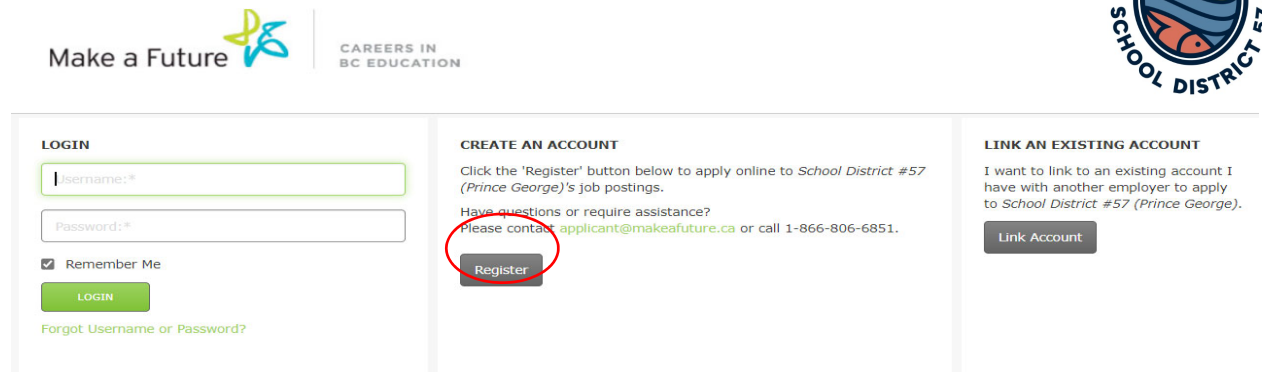
Teachers

(Certified Teachers on Call, Uncertified Teachers on Call, Certified Contract Teachers)

**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

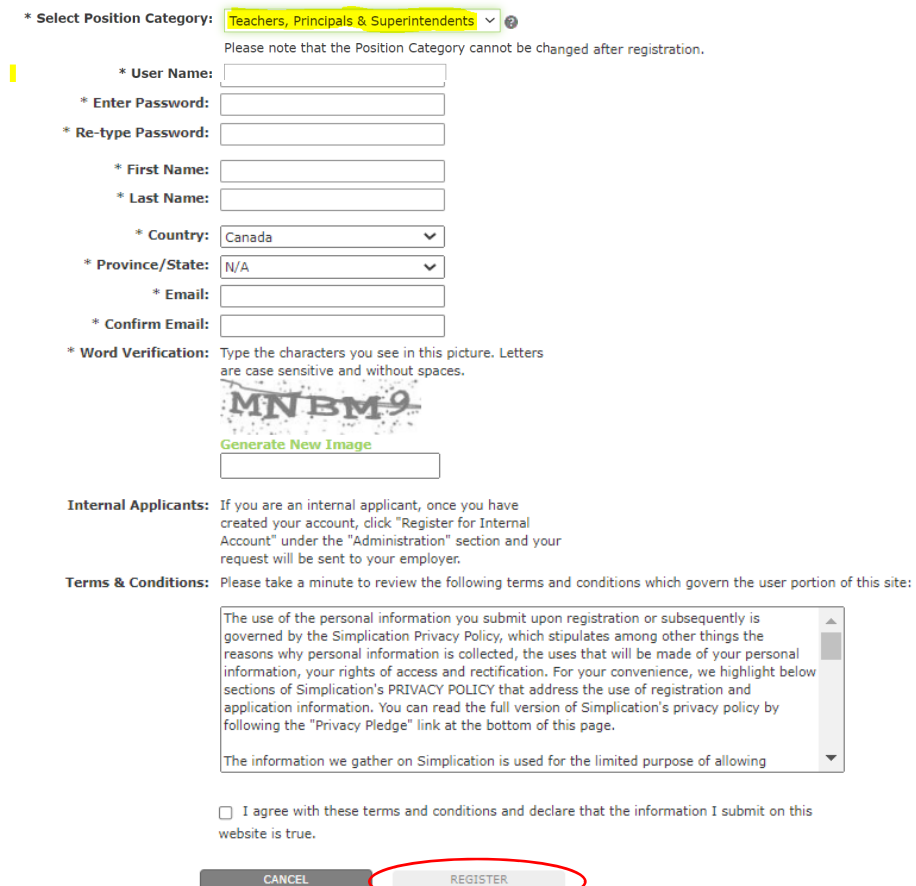
1. Go to (click link) <https://sd57-makeafuture.simplication.com>
2. Click Register



The screenshot shows the 'Make a Future' website interface. On the left is the 'LOGIN' section with fields for 'Username:*' and 'Password:*', a 'Remember Me' checkbox, and a 'LOGIN' button. Below these is a link 'Forgot Username or Password?'. In the center is the 'CREATE AN ACCOUNT' section, which includes instructions to click the 'Register' button, contact information for assistance, and a 'Register' button circled in red. On the right is the 'LINK AN EXISTING ACCOUNT' section with a 'Link Account' button. The top of the page features the 'Make a Future' logo, 'CAREERS IN BC EDUCATION' text, and the 'SCHOOL DISTRICT 57' logo.

3. Complete all fields. Be sure to select “Teachers, Principals & Superintendents” in the “Select Position Category” dropdown. Once you’ve completed all fields, click ‘REGISTER’ at the bottom.

Applicant Registration



The screenshot displays the 'Applicant Registration' form. At the top, the 'Select Position Category' dropdown is set to 'Teachers, Principals & Superintendents'. Below this is a note: 'Please note that the Position Category cannot be changed after registration.' The form contains several required fields: 'User Name', 'Enter Password', 'Re-type Password', 'First Name', 'Last Name', 'Country' (set to Canada), 'Province/State' (set to N/A), 'Email', and 'Confirm Email'. A 'Word Verification' section shows a captcha image with the text 'MNBM9' and a 'Generate New Image' button. Below the form, there is an 'Internal Applicants' section with instructions and a 'Terms & Conditions' section with a scrollable text area. At the bottom, there is a checkbox for 'I agree with these terms and conditions and declare that the information I submit on this website is true.' and two buttons: 'CANCEL' and 'REGISTER', with the 'REGISTER' button circled in red.

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 Application

****Please ensure you are not creating a new account when you forget your log in. Please contact Brittany Simrose, Human Resource Assistant, if you forget your login information. She will provide you with your Applicant ID and a phone number to have your login reset.****

Reviewing & Updating your Portfolio

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

Login to your Make A Future Account

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

A screenshot of the "Make a Future" login page. The "LOGIN" section is circled in red. It includes fields for "Username:*" and "Password:*", a "Remember Me" checkbox, and a green "LOGIN" button. Below the button is a link for "Forgot Username or Password?". To the right, the "CREATE AN ACCOUNT" section provides instructions and a "Register" button. Further right, the "LINK AN EXISTING ACCOUNT" section has a "Link Account" button.

Make a Future  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

Confirm your portfolio is complete and up to date.

Click Portfolio, then Personal Info.

A screenshot of the "Make a Future" account dashboard. The "Portfolio" menu item is circled in red, and its dropdown menu is open, showing "Personal Info" also circled in red. The dashboard includes a navigation bar with "Portfolio" and "Job Postings", a user profile section with "Registration Date", "Last Updated", and "Expiration Date", and a list of portfolio items like "Qualifications", "Language Skills", and "Experience".

Make a Future  CAREERS IN BC EDUCATION

Portfolio ▾ Job Postings ▾

Personal Info

Registration Date: Apr 28, 2020
Last Updated: Jun 03, 2021
Expiration Date: Apr 28, 2022

Qualifications

Language Skills

Experience

Education

References

Résumés & Cover Letters

Supporting Documents

Review Portfolio

References

Cover Letters

Résumés

Supporting Documents

Employer Questions:

- Answer Questions

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
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

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

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 following questions have to be answered in order to proceed with your application:

School District #57 (Prince George)

Have you ever received a less than satisfactory performance evaluation or practicum/teaching report?

☒ No ☐ Yes

Tell me of your understanding of personal boundaries between a staff member and a student.

What was your previous principal or supervisor's name?

Could you tell me about him/her as a supervisor? What's something you could have done (or done differently) to enhance your working relationship with them?

When I talk with your former supervisor, what will he or she tell me about your strengths?

Now all people have areas they can improve, when I talk to your former principal/supervisor, what will he or she tell me are your weakness?

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

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?

I agree that as a condition of application and possible employment, I authorize School District No 57 to contact any references, school or faculty associates, or 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.

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.

☐ No ☒ Yes

I agree that if any of this information is found to be untrue, 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

How did you find out about SD57 Prince George (email, job fair, university job board, Twitter, Facebook, Make a Future, Move Up Prince George, promotional videos, etc.)?

Do you currently hold a BC teaching certificate?

☐ No ☒ Yes

If you are not currently TRB certified, are you in the process of becoming certified? And if so, when do you anticipate being certified?

SAVE

NEXT

Once you've updated all questions, click NEXT.

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

Make a Future 

CAREERS IN
BC EDUCATION



Portfolio ▾ Job Postings ▾

Account Summary

Personal Info

My Portfolio

Qualifications

Language Skills

Experience

Education

References

Résumés & Cover Letters

Supporting Documents

Review Portfolio

Registration Date: Apr 28, 2020

Last Updated: Jun 03, 2021

Expiration Date: Apr 28, 2022

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

Make a Future 

CAREERS IN
BC EDUCATION



Portfolio ▾ Job Postings ▾

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

Confirm your TRB Certificate and current TQS card are uploaded to the Teaching Certificates/Licensure section. If you need to add them or replacement them with a current copy, click ADD CERTIFICATE.

Confirm and update your Qualifications.

Click NEXT.

Make a Future

CAREERS IN
BC EDUCATION



Portfolio ▾ Job Postings ▾

Account ▾

Qualifications

Teaching Certificates/Licensure

STEP 1: Click the [Add Certificate] button.

STEP 2: Select the state or province in which you are certified (or are in the process of becoming certified) to teach.

STEP 3: Select your certificate type. If you are still in the process of becoming certified select 'certificate pending'.

STEP 4: Enter your certificate number without spaces or dashes.

STEP 5: Click the [Save] button to add the certificate to your list.

Issued By	Certificate/License	Certificate/License #
ADD CERTIFICATE		

Grades:

Check the box(es) next to the grade(s) you can teach based on life and educational experience.

☐ All

☐ Kindergarten

☐ Gr 1

☐ Gr 2

☐ Gr 3

☐ Gr 4

☐ Gr 5

☐ Gr 6

☐ Gr 7

☐ Gr 8

☐ Gr 9

☐ Gr 10

☐ Gr 11

☐ Gr 12

☐ Adult Education

Teachable Subjects:

Check the box(es) next to the Subject Area(s) you can teach based on life and educational experience.

TEACHABLE SUBJECTS & ADMINISTRATOR QUALIFICATIONS

☒ Aboriginal Studies

☐ Aboriginal Languages

☐ Aboriginal Studies

☒ Administrator Qualifications

☐ Principal/Vice-Principal

☐ Superintendent/Assistant Superintendent

☒ Arts

☐ Art History

☐ Dance

☐ Dramatic Arts

☐ Industrial Arts

SAVE

NEXT

Confirm your Language Skills are up to date. If you need to add a language, click **ADD NEW**.

Make a Future

CAREERS IN
BC EDUCATION



Portfolio ▾ Job Postings ▾

Account ▾

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

Complete the fields. Click **ADD NEW** to add another language, or click **Next** to continue.

Make a Future

CAREERS IN
BC EDUCATION



Portfolio ▾ Job Postings ▾

Account ▾

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: ▾

Speak: ☒ No ☐ Basic ☐ Fluent

Read: ☒ No ☐ Basic ☐ Fluent

Write: ☒ No ☐ Basic ☐ Fluent

Sample/Notes:

SAVE

CANCEL

Next

Using the drop down, select the year experience you have as a teacher, then click **SAVE**.



CAREERS IN
BC EDUCATION



Portfolio ▾ Job Postings ▾

?

Account ▾

Teaching & Other Related Experience

Years Experience

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

▼

years

SAVE

Previous Teaching & Other Related Experiences

To enter teaching and other related experiences (including special training, occupational or trade experience) click on the **Add New** button.

ADD NEW

NEXT

Confirm your **Previous Teaching & Other Related Experiences** is up to day. To add, click **ADD NEW**. Complete the fields and either select **ADD NEW** to add more, or **NEXT** to continue.



CAREERS IN
BC EDUCATION



Portfolio ▾ Job Postings ▾

?

Account ▾

Teaching & Other Related Experience

Years Experience

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

▼

years

SAVE

Previous Teaching & Other Related Experiences

To enter teaching and other related experiences (including special training, occupational or trade experience) click on the **Add New** button.

ADD NEW

Month

Year

* From: June ▼ 202 ▼

* To: June ▼ 202 ▼

☐ Present

Maximum 128 characters

Responsibilities:

* Type: - ▼

* Organization/Employer:

Grade(s):

SAVE

CANCEL

NEXT

Confirm you have entered your Secondary Education Information. If you need to add or update this, click SAVE once completed.



CAREERS IN
BC EDUCATION



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. Ensure you include where you studied to become a teacher.

ADD NEW

NEXT

Confirm you have entered your Post-Secondary Education.

To add your Post-Secondary Education information, click ADD NEW and complete all fields, then click SAVE. Then either click ADD NEW to add more or NEXT to continue.



CAREERS IN
BC EDUCATION



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. Ensure you include where you studied to become a teacher.

* University/College:

Country:

Province/State:

* From:

* To: ☐ Present

* Degree/Diploma:

Other Degree:

Major:

Minor:

Notes:

SAVE

CANCEL

ADD NEW

NEXT

The logo for School District 57 is an oval emblem. Inside the oval, there is a stylized illustration of a landscape. The top half shows green trees or foliage. The bottom half shows a blue body of water with a red fish swimming towards the left. The text "SCHOOL DISTRICT 57" is written in a dark blue, sans-serif font, curving around the bottom and sides of the oval.



 Account ▾

Fields marked by an asterisk (*) are mandatory.

ADD

NEXT



 Account ▾

Fields marked by an asterisk (*) are mandatory.

ADD

* Name:

* Work/Day Phone#:

Ext.:

* Organization: Alternative Phone#:

* Position/Relationship:

Email Address:

Country: Canada

SAVE

CANCEL

NEXT

Confirm your Resume and Cover Letter are up to date.

Click either Resume or Cover Letter, then click SELECT FILE to upload the applicable document.

Click NEXT to proceed.



CAREERS IN
BC EDUCATION



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

You can upload : **.PNG, .JPG, .JPEG** files less than 10 megabyte (MB) and **.PDF, .DOC, .DOCX, .RTF, .TXT** files less than 1 megabyte (MB)

SELECT FILE...

NEXT

Ensure you have all of your documents uploaded, with the exception of your Criminal Background Check and Additional Documents.

If you have any additional documents that don't fit into the categories, upload them to Additional Documents.

To upload the documents, click on the category and click SELECT FILE.



CAREERS IN
BC EDUCATION



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

Teaching Evaluations

Practicum Reports

Certificates & Diplomas

Teaching Qualifications/Licenses

Reference Letter(s)

Transcripts

Criminal Background Check (VSS)

Additional Documents

SELECT FILE...

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

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

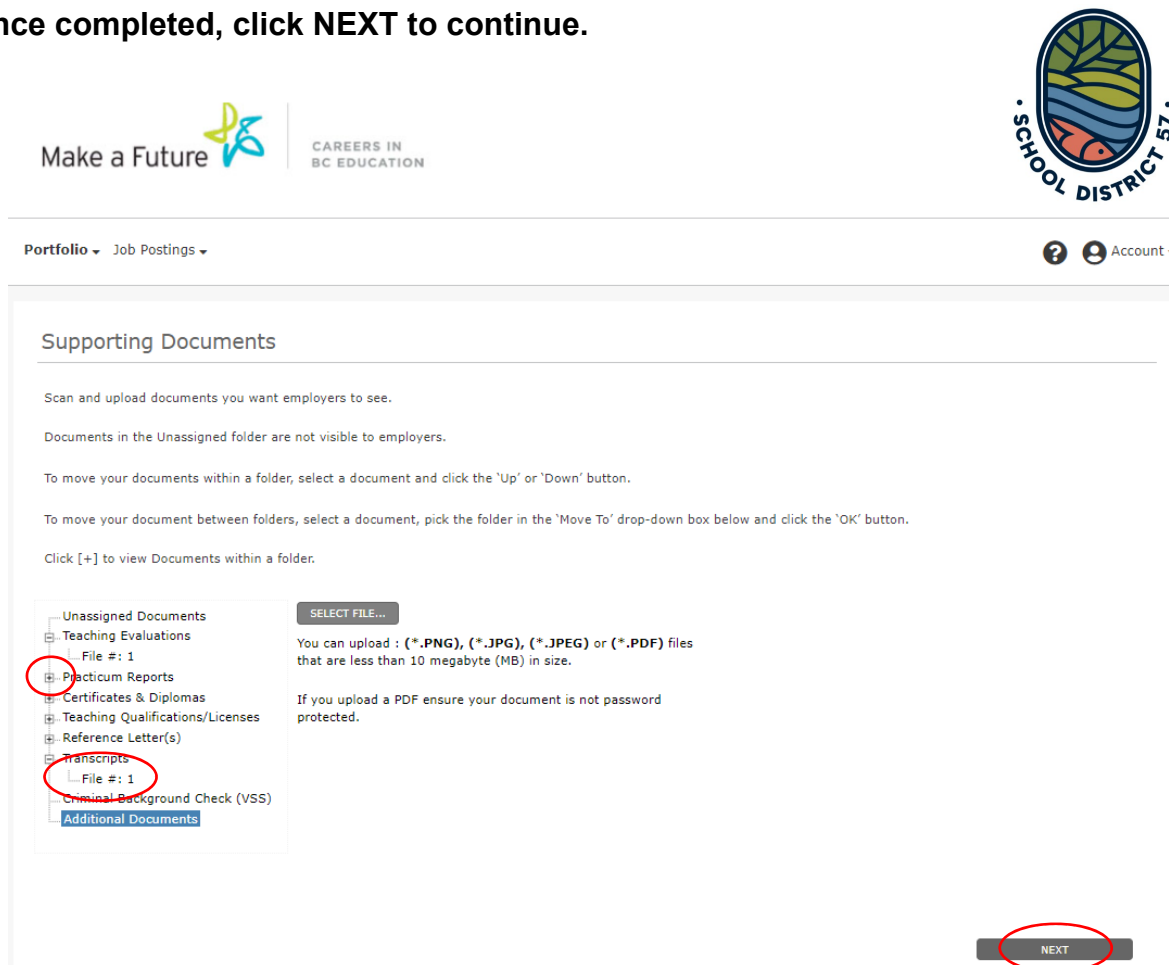
NEXT

To confirm each category has been completed, make sure there is a + beside each category.

To view what you have uploaded to each category, click the + beside the category and the documents will be listed below.

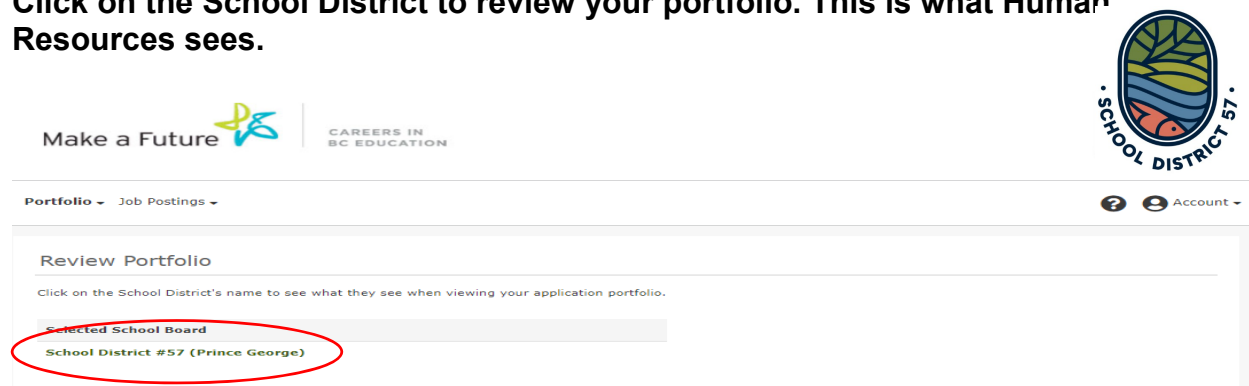
****If you do not have copies of certain documents, but think there is a copy in your employee file, email Brittany Simrose. She will review your file and email you scanned copies of all documents that should be uploaded to your portfolio****

Once completed, click NEXT to continue.



Your Portfolio is now complete!

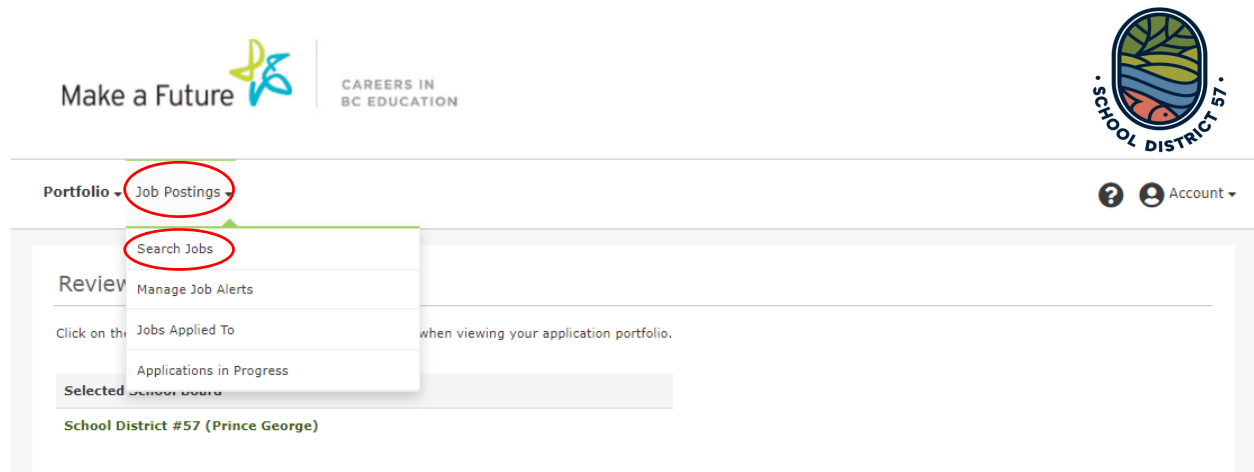
Click on the School District to review your portfolio. This is what Human Resources sees.



Now you are ready to apply for postings.

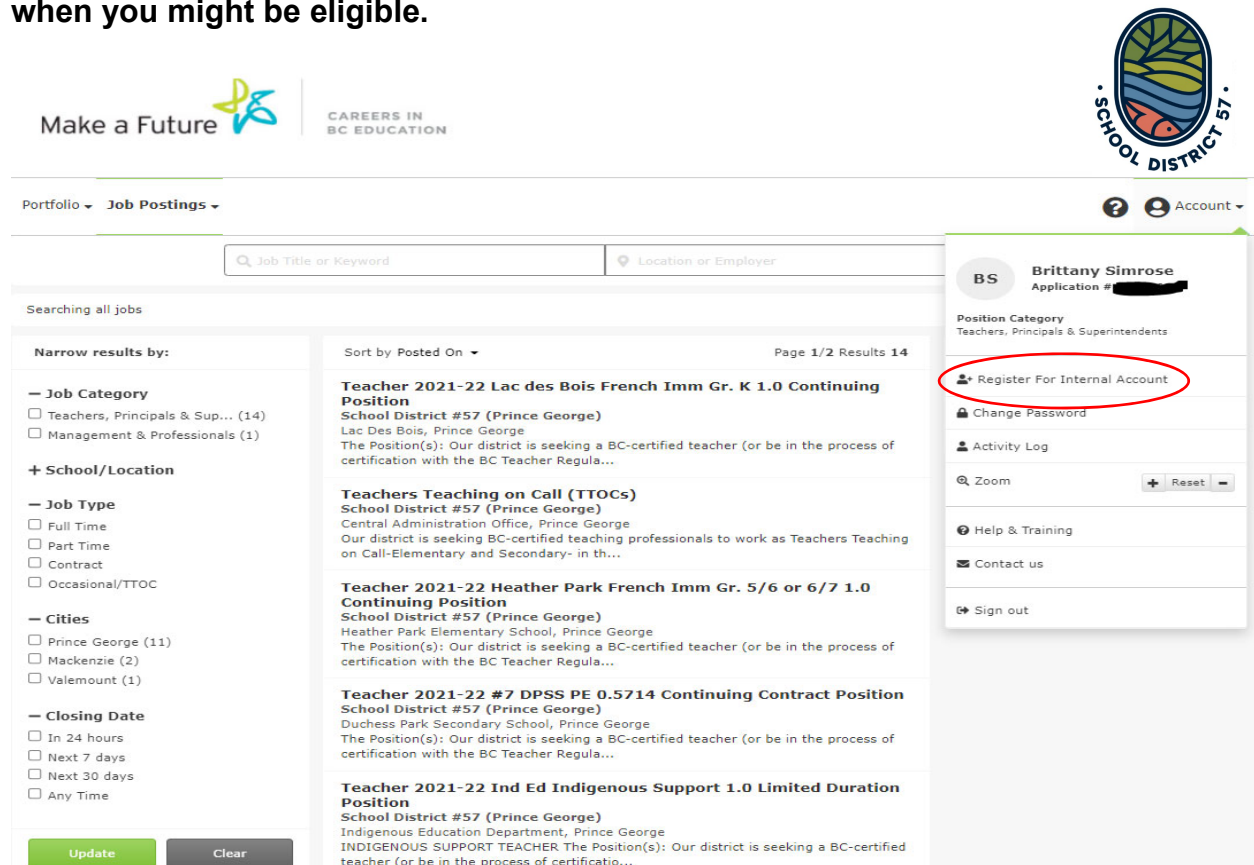
Applying to a Posting

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.

(If you are unsure if you are an internal or external applicant, click “Account” at the top right. If there is a “Register For Internal Account” button on the drop down, you are only viewing external postings. If you believe you meet the qualifications (hold a Continuing contract, or are on the Service Record List) but have not been made an internal applicant, please email Brittany Simrose. She will make you an internal applicant if you are eligible, or provide you with an explanation of why you are not an internal applicant and an approximate date of when you might be eligible.



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

Make a Future

CAREERS IN
BC EDUCATION



Portfolio ▾ Job Postings ▾

Account ▾

Job Title or Keyword

Location or Employer

Q

Searching all jobs

Narrow results by:

Job Category

☐ Teachers, Principals & Sup... (14)
☐ Management & Professionals (1)

School/Location

☐ Prince George (11)
☐ Mackenzie (2)
☐ Valemount (1)

Job Type

☐ Full Time
☐ Part Time
☐ Contract
☐ Occasional/TTOC

Cities

☐ Prince George (11)
☐ Mackenzie (2)
☐ Valemount (1)

Closing Date

☐ In 24 hours
☐ Next 7 days
☐ Next 30 days
☐ Any Time

Update

Clear

Sort by Posted On ▾

Page 1/2 Results 14

Teacher 2021-22 Lac des Bois French Imm Gr. K 1.0 Continuing Position
School District #57 (Prince George)
Lac Des Bois, Prince George
The Position(s): Our district is seeking a BC-certified teacher (or be in the process of certification with the BC Teacher Regula...

Teachers Teaching on Call (TTOCs)
School District #57 (Prince George)
Central Administration Office, Prince George
Our district is seeking BC-certified teaching professionals to work as Teachers Teaching on Call-Elementary and Secondary- in th...

Teacher 2021-22 Heather Park French Imm Gr. 5/6 or 6/7 1.0 Continuing Position
School District #57 (Prince George)
Heather Park Elementary School, Prince George
The Position(s): Our district is seeking a BC-certified teacher (or be in the process of certification with the BC Teacher Regula...

Teacher 2021-22 #7 DPSS PE 0.5714 Continuing Contract Position
School District #57 (Prince George)
Duchess Park Secondary School, Prince George
The Position(s): Our district is seeking a BC-certified teacher (or be in the process of certification with the BC Teacher Regula...

Teacher 2021-22 Ind Ed Indigenous Support 1.0 Limited Duration Position
School District #57 (Prince George)
Indigenous Education Department, Prince George
INDIGENOUS SUPPORT TEACHER The Position(s): Our district is seeking a BC-certified teacher (or be in the process of certificatio...

Job Alerts

Job alert name

Create Alert

At the bottom of the page, click APPLY.

Portfolio ▾ Job Postings ▾

Account ▾

BACK

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.



Portfolio ▾ Job Postings ▾

Account ▾

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.



Portfolio ▾ Job Postings ▾

Account ▾

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

Submit Application

Click Submit to apply to the job posting.

Submit Cancel

If you did not upload all of your supporting documents prior to applying for the posting, it will take you to the Supporting Documents page. You will need to upload them now. It will not allow you to proceed past this step without uploading the documents.

Portfolio ▾ Job Postings ▾

?

Account ▾

Step 4 of 5

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

• Teaching Evaluations

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

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

Teaching Evaluations

Practicum Reports

Certificates & Diplomas

Teaching Qualifications/Licenses

Reference Letter(s)

Transcripts

Criminal Background Check (VSS)

Additional Documents

Once you have uploaded the documents, the popup window to submit your application with open automatically.

Make a Future 

Portfolio ▾ Job Postings ▾

?

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