



Applying to Specific Jobs at Buffalo Trail Public Schools

There are 3 steps to applying to the following positions with BTPS:

Teacher/Substitute Teacher & Leadership Positions
School-Based Support Staff

STEP 1: Register an account - You must register with a username and password different from other online teacher applications, it will be unique to Buffalo Trail Public Schools online application process.

Go to <http://btps.simplification.com>. Click **REGISTER** to create an account.

Username:

Password:

SIGN IN

remember me [Forgot Username or Password?](#)

NOT REGISTERED?

Thank you for your interest in St. Paul Education Regional Division No. 1. We accept applications for all positions online. We ask all those interested in joining our division to create an online portfolio. Please complete all sections of your portfolio before applying to a job posting, unless you are a student in your final year of your Bachelor of Education. If so, we encourage you to begin your portfolio today, and add required documents as they are made available to you.

Please note that the user name and password you choose for this application is only to be used for applications and searches relative to job postings with St. Paul Education Regional Division No. 1. To search positions with our division, you can do so through our career web page. There, you will also find a step-by-step guide to completing your application portfolio in PDF format.

If you have any questions or concerns relative to completing your online portfolio, please call 1 877 900 5627 or info@simplification.com

REGISTER

To create an account, complete all the * sections below:

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:

* Captcha Verification:

I'm not a robot

reCAPTCHA
 [Privacy](#) - [Terms](#)

Next, complete the word verification and click **REGISTER**. When Registration is complete you should receive a confirmation of this on the following page.

STEP 2: Create your Portfolio – To complete your ‘Portfolio’ you must fill all boxes marked with an asterisk [*] on the ‘Personal Info’ page and press save. Then you may complete any other sections in the application (i.e. ‘Qualifications’, ‘Resume and Cover letter’, ‘Supporting Documents’, etc.).

To fill in your personal info, complete all the * sections below:

Your Contact Information

Pronoun(s):
 First Name:
 * Last Name:

Employers you apply to might want to email you

* Email:
 * Phone: Ext:
 Alternative Phone: Ext:

* Current Address:

 * City:
 * Province/State:
 * Country:
 * Postal/Zip Code:

Is this your Permanent Address?: No Yes

Work Availability

When are you available to start work:

Criminal Record

* Have you ever been convicted of an offence under the Criminal Code of Canada for which a pardon has not been granted? No Yes

Work Eligibility

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

Upload the required documents to the sections required for each job category:

Teacher/Substitute Teacher & Leadership Positions	School-Based Support Staff
<ul style="list-style-type: none"> • Qualifications • Language Skills • Experience • References • Cover Letter • Resume • Supporting Documents 	<ul style="list-style-type: none"> • Cover Letter • Resume • Criminal Record Check • Include Reference contact details on your resume • Supporting Documents

If you do not have all the requested ‘Supporting Documents’, simply upload them as they become available.

Once your portfolio is complete you can make it visible and select an employment preference:

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	OCCASIONAL
Buffalo Trail Public Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interested

STEP 3 - Apply To Job Postings

Visit <http://btps.simplification.com> and log in using the username and password.

Click **‘Job Postings’** on the navigation bar and select **‘Search Jobs’** and then **‘Search’**.

Select the job posting title that appears in **Green** when matching positions appear from the search. Click the **‘Apply’** button at the bottom of the page.

When applying on a job there will be specific things you will need to upload in order to move your application along. If you don’t see where to upload your documents, upload them under **‘Additional Documents’**.

Jobs that you have applied to will arrive in the **‘Job Application Log’**, you will also receive a confirmation pop up, as well as a confirmation email.

Note: you can upload a customized cover letter and resume directly on the job posting when applying.

If you forget your Username and/or Password

If you forget your user name and password, visit <http://btps.simplification.com> and click **‘Forgot Your Login?’**

Enter your email address and your login combination will be sent to your email address.