



For Questions call: 1-877-900-5627 | Email: info@simplication.com | M-F: 5:30 am – 5:00 pm

There are three steps to apply to position with Buffalo Trail Public Schools:

- REGISTER – You must register with a user name and password different from other online teacher applications- it will be unique to Buffalo Trail Public Schools online application process
- CREATE YOUR PORTFOLIO
- APPLY FOR JOBS

REGISTER: Go to <http://btps.simplication.com>

- Select **'Register'**
- Choose your position category: *Before you apply to a job posting please read the job description details to determine which category you are to register in to apply *

Teachers/Leadership
Support Staff (ECE, EA/TA/ERW, Clerical, Administrative, Custodians, etc.)
Management and Professionals

- Complete the applicant registration page
- Before you can apply to any posting you **MUST** complete the 'Personal Info' page found in the 'Portfolio' tab.
- Please press the 'Save' button at the bottom of this page when you have completed this section.

CREATE YOUR PORTFOLIO

Before applying to our career opportunities, ensure the following sections of your portfolio are complete. Once your portfolio is complete make it visible. Click on 'Portfolio' and select an employment preference.

Teaching Staff and Leadership	Support Staff	Management and Professionals
<ul style="list-style-type: none"> • Personal Information • Qualifications • Language Skills • Experience • References • Cover Letter • Resume • Supporting Documents* 	<ul style="list-style-type: none"> • Personal Information • Cover Letter • Resume • Criminal Record Check • Include Reference contact details on your resume • Supporting Documents 	<ul style="list-style-type: none"> • Personal Information • Cover Letter • Resume • Criminal Record Check • Include Reference contact details on your resume • Supporting Documents



For Questions call: 1-877-900-5627 | Email: info@simplication.com | M-F: 5:30 am – 5:00 pm

Teachers: If you do not have all the requested *Supporting Documents, simply upload them as they become available.

***Teaching Evaluations, Certificates & Diplomas, Teaching Qualifications, Reference Letters, Transcripts, Criminal Record Check**

Applying to Jobs

- Click 'Job Postings' on the navigation bar, select 'Search Jobs' and then 'Search'.
- Select the job posting title
- Answer and job related questions and click 'Apply'
- Jobs that you have applied to will arrive in the 'Job Application Log'
- **Note:** you can upload a customized cover letter and resume directly on the job posting when applying