



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

How to Apply

Updated December 10, 2024

STEP 1: Login to your account.

Go to <https://holyspirit.simplification.com>.

Sign in with your email address or username and click **Next**.

Sign In

Please sign in using either email or your username.

Email address/username

If you don't have an account, click **Sign Up**.

Don't have an account with us? [Sign Up](#)

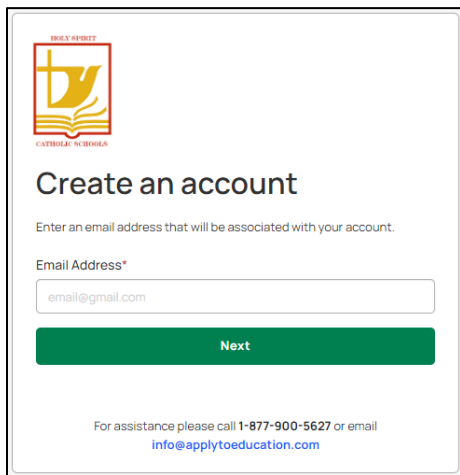
Once you have logged into your account, you can proceed to [STEP 2](#).

The Holy Spirit Roman Catholic Separate School Division

St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7
Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

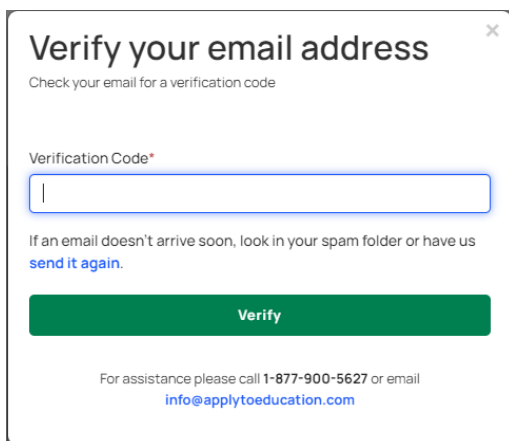
How to Create an Account

If you have chosen **Sign Up**, enter the email address that will be associated with your application and then click **Next**.



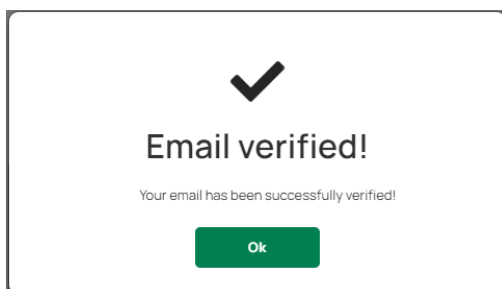
The screenshot shows a web form titled "Create an account" with the Holy Spirit Catholic Schools logo at the top left. Below the title, it says "Enter an email address that will be associated with your account." There is a text input field labeled "Email Address*" containing the text "email@gmail.com". Below the input field is a green button labeled "Next". At the bottom, there is a line of text: "For assistance please call 1-877-900-5627 or email info@applytoeducation.com".

You will be sent an email from info@applytoeducation.com with a verification code. Check your email to retrieve the code. (If you don't see the email, you may want to check your spam folder.) Enter your verification code and click **Verify**.



The screenshot shows a web form titled "Verify your email address" with a close button (X) in the top right corner. Below the title, it says "Check your email for a verification code". There is a text input field labeled "Verification Code*" which is currently empty. Below the input field, it says "If an email doesn't arrive soon, look in your spam folder or have us [send it again](#)." Below this text is a green button labeled "Verify". At the bottom, there is a line of text: "For assistance please call 1-877-900-5627 or email info@applytoeducation.com".

You will receive a message that indicates your email has been verified. Click **Ok**.



The screenshot shows a confirmation message with a large checkmark icon at the top. Below the icon, it says "Email verified!". Underneath that, in smaller text, it says "Your email has been successfully verified!". At the bottom, there is a green button labeled "Ok".

Complete the Applicant Registration information and click **Register**.

Note: The 'Position Category' selection will determine which types of jobs you will be able to view. There are three job position categories:

1. Teachers, Principals & Superintendents
2. ECE, EA/TA/ERW, Clerical, Custodians, etc.
3. Management & Professionals

Once a job position category is selected, it cannot be changed. More information about job position categories can be found here: [Which Position Category Should I Choose?](#)

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:**

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



[Generate New Image](#)

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 purposes of allowing

☐ I agree with these terms and conditions and declare that the information I submit on this website is true.

REGISTRATION IS COMPLETE

Congratulations, you have successfully created your account with **Holy Spirit Roman Catholic Separate School Division**. Use the menu on the top of your screen to navigate through your online portfolio.

STEP 2: Complete your “Personal Information”.

If you have already completed your personal information you can proceed to [STEP 3](#).

From the menu at the top of the page, click **Portfolio**.

Click **Account Summary** to view and complete the sections listed in “Incomplete Sections”.

Note: You will not be able to apply to any job postings without first completing “Personal Information”. Click on the title of each section to complete it. All fields marked with an asterisk (*) are required.

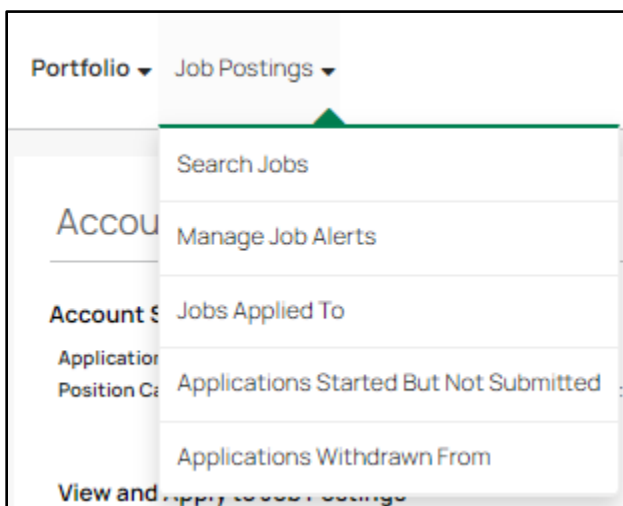
Incomplete Sections

There are sections of your profile where additional information can be provided:

- [Personal Information](#)
- [My Portfolio](#)
- [Qualifications](#)
- [Language Skills](#)
- [Experience](#)
- [Education](#)
- [References](#)
- [Cover Letters](#)
- [Résumés](#)
- [Pastoral References](#)
- [Supporting Documents](#)
- Employer Questions:
 - [Answer Questions](#)

STEP 3: View job postings.

From the menu at the top of the page, click **Job Postings** and select **Search Jobs**.



You will see all the active job postings in the ‘Position Category’ you selected in the Registration process. You can use the search bar or scroll on this page. Click on the job title to view the job posting details.

STEP 4: Apply for a job.

Click **Apply** at the top of the job posting page.

Apply

STEP 5: Complete the requirements for the job posting.

Each job posting may have different requirements. Follow the steps as indicated. Any mandatory sections will be marked as such. You can skip optional sections by clicking **Next**.

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

- The Résumé and Cover Letter are not mandatory to apply to this job posting. You can upload either of these if you want to.

Employer: Holy Spirit Roman Catholic Separate School Division

Job title:

Job code:

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 5 megabyte (MB)

Next

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

Next

Pastoral Reference Letters & Faith Reference Portfolio

Follow the instructions below to upload a pastoral reference to your portfolio

- STEP 1: Click on the School District name
- STEP 2: Click the [SELECT FILE...] button
- STEP 3: Find your document on your computer and Double Click on it
- STEP 4: If you want to update the document, click [DELETE] and then redo the steps above.

Default

Holy Spirit Roman Catholic Separat

Select File....

Next

You can upload : (*.PNG), (*.JPG), (*.JPEG) files less than 10 (MB) and (*.PDF) files that are less than 5 (MB) in size.

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

Questions

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

First Nation School or Education Authority

Are you interested in working for a First Nation School or Education Authority? *

☐ No ☐ Yes

Rural or remote locations

Are you interested in working in rural or remote locations? *

☐ No ☐ Yes

Holy Spirit Roman Catholic Separate School Division

Are you Catholic? *

☐ No ☐ Yes

If you answered "no" to the previous question, is there a religion you identify with? If so, please specify. If not, please write "N/A": *

Independent or Private School

Are you interested in working for an Independent or Private School? *

☐ No ☐ Yes

NEXT

STEP 6: Submit your application.

After following the steps for completing your application, you will have the option to submit your application.

Submit Application

Click Submit to apply to the job posting.

Submit Cancel

Once you click **Submit**, you will get 3 confirmations that your application was successfully received.

1. There will be a pop up on the screen letting you know your application was successful.
2. You will receive an email confirming you applied to the job.
3. The job will be listed in the 'Jobs Applied to' log of your account, found under the Job Postings Menu.

If you require assistance with the application process, please visit Apply to Education [Guides](#) or contact:

Apply to Education

M-F: 5:30 am – 5:00 pm

1-877-900-5627

info@simplication.com

Or

Holy Spirit Catholic Schools

Human Resources

hr@holyspirit.ab.ca