



ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • www.asd-w.nbed.nb.ca

Applying for a Casual School Administrative Assistant or Library Worker position with ASD-W

Please visit our website at the following link to view the job posting - <http://web1.nbed.nb.ca/sites/ASD-W/HR/Pages/Jobs.aspx>

If you do not already have an account on Apply to Ed. with ASD-W, create an account through Simplification.

You will need to upload the following documents to your account once you have it set up. Detailed information can be found in the **Description and Requirements section** of the job posting.

1. Resume
2. Three Work Related References with contact information.
3. Criminal Record Check and Vulnerable Sector Check (if this was submitted to you by email, please upload a copy of the email as well)
4. Copy of your Transcripts (only needed if applying for School Interventions Worker – Transcripts do not have to be official)
5. Any Certification you may have
6. Policy signoffs (**links to these can be found in the job description section of the competition**)

1. **STEP 1:** Go to <http://awsd.simplification.com>. Click **REGISTER** to create an account.

2. **STEP 2: To create an account, complete all the sections below:**

Applicant Registration

* **Select Position Category:** Teachers, Principals & Superintendents

* **User Name:** Teachers, Principals & Superintendents

* **Enter Password:** ECE, EA/TA/ERW, Clerical, Secretarial, Administrative, Custodians, etc.

* **Re-type Password:** Management & Professionals

* **First Name:** Bob

* **Last Name:** Smith

* **Country:** Canada

* **Province/State:** Ontario

* **Email:** bob.smith@kpdsb.on.ca

* **Confirm Email:** bob.smith@kpdsb.on.ca

* **Word Verification:** Type the characters you see in this picture. Letters are case sensitive and without spaces.
X4N5R
Generate New Image
X4N5R

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 on www.simplification.com.

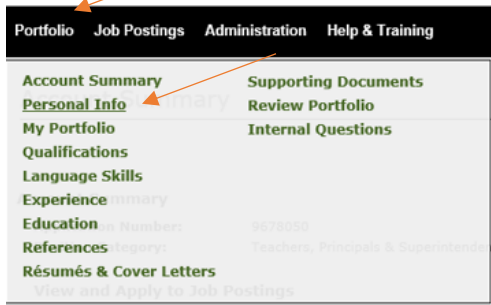
The information we gather on Simplification is used for the limited purpose of allowing applicants to search for jobs and electronically send their application to employers. Applicants create an account for each employer they want to send their information to.

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

CANCEL REGISTER

3. Click the **REGISTER** button when complete.

4. Once logged in, click on the **Portfolio** menu and select the **Personal Info** option



5. Enter your contact information (address and phone numbers) and answer the questions (see diagram below)
 -Click **SAVE**

Personal Information

Your Contact Information

Salutation:

Employers you apply to might want to email you
 * Email:

First Name: Tammy * Phone: Ext:

* Last Name: King * Alternative Phone: Ext:

* Current Address:

* City:

* Province/State: New Brunswick * Country: Canada

* Postal/Zip Code:

Is this your Permanent Address?: No Yes

* Permanent Address:

* City:

* Province/State: New Brunswick * Country: Canada

* Postal/Zip Code:

Internal Applicant System
 Employee ID #: 123456789

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

6. Under the **Portfolio** menu, click on **My Portfolio** menu and make sure your account is visible to ASD-W.
 -Click **SAVE**

Portfolio Job Postings Administration Help & Training

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	
Anglophone West School District	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		edit preferences

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

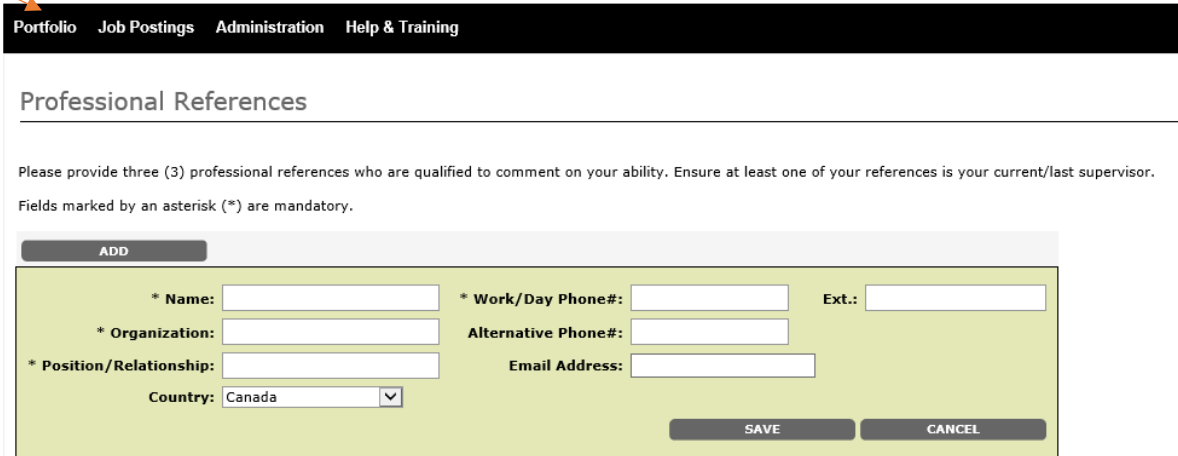
Internal Employer
 Anglophone West School District

7. Under the **Portfolio** menu, click on **References**

-Click the **ADD** button

-You will need to submit 3 professional references.

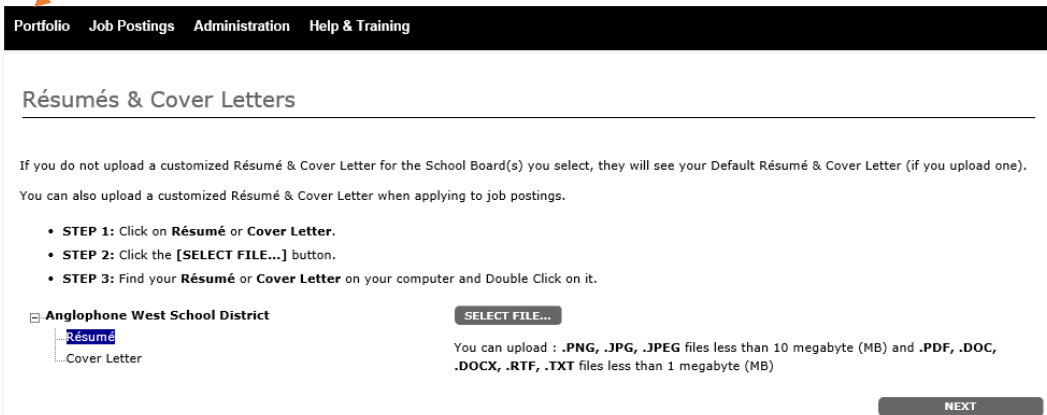
-Once you have completed entering information for the first reference, click **SAVE** and then click **ADD** to enter the next reference.



The screenshot shows the 'Professional References' form. At the top, there is a navigation bar with 'Portfolio', 'Job Postings', 'Administration', and 'Help & Training'. Below the navigation bar, the title 'Professional References' is displayed. A message states: 'Please provide three (3) professional references who are qualified to comment on your ability. Ensure at least one of your references is your current/last supervisor. Fields marked by an asterisk (*) are mandatory.' Below this message is an 'ADD' button. The form itself has a light green background and contains the following fields: '* Name:', '* Work/Day Phone#:', 'Ext.:', '* Organization:', 'Alternative Phone#:', '* Position/Relationship:', 'Email Address:', and 'Country:' (with a dropdown menu set to 'Canada'). At the bottom right of the form are 'SAVE' and 'CANCEL' buttons.

8. Under the **Portfolio** menu, click on **Resumes & Cover Letters**

-Follow the steps listed below to upload your resume.



The screenshot shows the 'Résumés & Cover Letters' form. At the top, there is a navigation bar with 'Portfolio', 'Job Postings', 'Administration', and 'Help & Training'. Below the navigation bar, the title 'Résumés & Cover Letters' is displayed. A message states: '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.' Below this message are three steps: 'STEP 1: Click on **Résumé** or **Cover Letter**.', 'STEP 2: Click the [SELECT FILE...] button.', and 'STEP 3: Find your **Résumé** or **Cover Letter** on your computer and Double Click on it.' Below the steps, there is a section for 'Anglophone West School District' with a 'SELECT FILE...' button. Underneath, there are two options: 'Résumé' and 'Cover Letter'. To the right of these options, a message states: 'You can upload : .PNG, .JPG, .JPEG files less than 10 megabyte (MB) and .PDF, .DOC, .DOCX, .RTF, .TXT files less than 1 megabyte (MB)'. At the bottom right of the form is a 'NEXT' button.

9. Under the **Portfolio** menu, click on **Supporting Documents**

-This is the section you will upload the following documents:

-Criminal Record Check and Vulnerable Sector Check (**Criminal Record Check folder**) (If this was emailed to you, please upload a copy of the email as well).

-Certificates/Diplomas (**Certificates & Diplomas folder**)

-Policy Sign Offs (**Additional Documents folder**)

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
 - [-] File #: 1
 - [-] File #: 2
- [+] Teaching Evaluations
- [+] Practicum Reports
- [+] Certificates & Diplomas
- [+] Teaching Qualifications/Licenses
- [+] Reference Letter(s)
- [+] Transcripts
- [+] Criminal Background Check (VSS)
- [+] Additional Documents

-Begin uploading to each section by clicking on the folder you wish to upload to.
-The **SELECT FILE...** option will appear. Click on this and find your saved document to upload.

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
 - [-] File #: 1
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- [+] Teaching Evaluations
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- [+] Reference Letter(s)
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- [+] Additional Documents

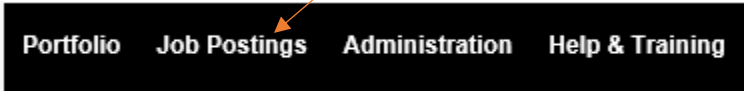
SELECT FILE...

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.

Now that all documents have been uploaded, you are ready to apply for the position!

10. Click on the **Job Postings** menu and select **Search Jobs**.



-The job will appear in the centre of the page. Click on the Job posting. You will have the option to **View** the job posting or **Apply** for the job posting. When you are ready, click the **Apply** option.
-You will now be prompted to complete the mandatory questions before submitting your application.
-Once the questions have been answered, click **Apply**.

-If you are successful in applying for the competition, you will receive a confirmation email.
-You may also click on the **Job Postings** menu and select **Job Application Log**. If you are successful in applying for the competition, it will be listed here (see diagram below).

Job Application Log

To update your customized Resume or Cover Letter used to apply to a specific job:

- **STEP 1:** Click on the **'Position/Subject'** of the job posting you applied to that you wish to revise your Resume and/or Cover Letter
- **STEP 2:** Click the **[DELETE]** button
- **STEP 3:** Click the **[SELECT FILE...]** button
- **STEP 4:** Find your document on your computer and Double Click on it
- **STEP 5:** Click the **[SAVE]** button

The employer whose job you applied to will only see your updated documents.

Pages: 1 of 1 1

Date	Code	Position/Subject	Employer
Dec 16, 2019	2764799	Supply Teacher Application	Anglophone West School District Fredericton, New Brunswick Anglophone West School District

Please note that the processing time for you to be confirmed as a day-to-day casual for September 2020, may take several weeks from your date of application. We appreciate your patience with our recruitment process.