

Creating an Account with HRCE

1. Go to HRCE.simplication.com and click **Sign Up** to create a new account.
2. Input your **Email Address** and click **Next**. Verify your email address with the code emailed to you.
3. You will be prompted to link to any existing accounts you may have. To do so, check the account you wish to link to and click **Link Account**. If you wish to create a new account, click **No, Thanks**.

Only you can see the employers you linked your account to.

Link Account

[No, thanks](#)

4. To create your new 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

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 applytoeducation 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 applytoeducation's PRIVACY POLICY that address the use of registration and application information. You can read the full version of applytoeducation's privacy policy on network.applytoeducation.com.

Be visible in database so employers can send you targeted job opportunities

I agree with these terms and conditions. I declare that the information I submit on the [applytoeducation](#) website is true. I understand that a false statement may disqualify me from employment or cause my dismissal.

[Cancel](#) [Previous](#) [Register](#)

When your registration is complete you will receive a confirmation email to the email address provided. Fill out the **View & Edit Portfolio** page under the **Portfolio** tab. Once you have completed this section please continue through the Portfolio.



Set up your Applicant Portfolio

Your Portfolio contains your relevant application information and documentation that is shared with the Employer. You can update and review your Portfolio by following the below steps:

1. Click **Portfolio**, then **View & Edit Portfolio**

[Portfolio](#)  [Job Postings](#) 

Account Summary

[View & Edit Portfolio](#)

2. Navigate through the sections of your Portfolio using the menu on the left and complete the relevant sections:

Profile Information

Personal Information

- Experience
- Education
- Qualifications
- Languages
- Resume & Cover Letter
- Supporting Documents
- References
- Employer Questions

Under the Experience section, please enter the title of the jobs you've held under the 'Grade(s)' field:

Work Experience

Employer *

Enter Company Name here...

Type *

Grade(s)

Enter Job Title here...

Searching Job Postings & Applying

1. Click **Search Jobs** from the **Job Postings** menu. Only job postings for specific HRCE roles open to external applicants will be displayed.
2. Click the title of the job posting of interest to view the job description.
3. Click **Apply** at the top-right of the job description page to start the application

How Do I Know I Have Successfully Applied?

You receive **3 Confirmations** when you successfully apply to a job posting:

1. A pop up advising you of your successful application submission.
2. An email confirmation with the details of the posting.
3. The posting appears in your **Jobs Applied To** page under the **Job Postings** section.

Activating A Job Alert

1. From the Job Postings menu click **Search jobs**.
2. Select the criteria you wish to be notified of using the search panel on the left-hand side of the page
3. On the right-hand margin in the **Get jobs sent to you** section, give your search a name and select the option to **Create Alert**
4. Once the job alert is created, an email will be sent to you to validate the alert. To update or review your job alerts go to the **Manage Job Alerts** page of the **Job Postings** menu.

Portfolio ▾ Job Postings ▾

  Account ▾ Job Title or Keyword Location or Employer

Searching all jobs

Narrow results by:

- Job Category
 - Teachers, Principals & Sup... (2)
 - ECE, EA and Support Staff (1)
 - Management & Professionals (1)

Sort by **Posted On** ▾

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Test - Spark & Mint
School District Sample
Multiple locations, Toronto
This is a test position. Please do not apply.

Get jobs sent to you Job Alert

For technical support, please contact:

ApplyToEducation Customer Care
Monday to Friday 8:30 am to 8 pm AST
Info@applytoeducation.com
1-877-900-5627