



For Questions call: 1-877-900-5627 | Email: info@applytoeducation.com | M-F: 7:30 am – 7 pm EST

How Do I register with St. Clair Catholic DSB when there are no job posting?

1. Go to www.applytoeducation.com
2. Click on **Create an Account**
3. Select the statement “**I am registering as an External applicant**”
4. Select your **Position Category** (e.g. Teacher or ECE, EA)
5. Create your username and password and provide your contact information
6. Once logged in, customize your portfolio by completing all sections (Cover Letter, Resume, Qualifications, Recent Catholic Pastoral Reference, Faith Journey Guidelines, letter of reference etc)
7. Complete the pages under the **Portfolio** tab

FINAL STEP: Click on **Purchase Credit** in your account and select St. Clair CDSB

Once, you purchase the credit your portfolio will immediately be visible to the school board.

Congratulations you are now visible to ST. Clair Catholic DSB!

Sometimes St. Clair CDSB will post jobs that you will want to apply to. Please sign up for Job Alerts using the steps below

- Log into your account
- Under the **Job Postings** tab, click on **Search Jobs**
- Select St. Clair Catholic from list the list of Districts
- Click **YES** to receive Job Alerts and then name your Job Alert (e.g..St. Clair)

How do I apply to a job?

- ✓ Complete the steps above to view all job postings for St.Clair Catholic DSB
- ✓ Click on the **Position** name for a posting you wish to apply to
- ✓ Scroll to the bottom of the posting and then click **Apply**
- ✓ Once, you have clicked the **Apply** button the job will appear in your **Job Application Log**

Note You can upload a resume and cover letter specific to the posting before you click the **Apply** button.

If the job posting is not in your Job Application log, you have not applied to the posting.