



Dear Part-time Teaching Staff and Substitute Teachers:

re: Process for Substitute and Part-time Teachers applying for teaching positions with in Elk Island Catholic Schools.  
Please register on [ApplyToEducation.com](http://ApplyToEducation.com) at no cost to you!

**Elk Island Catholic Schools** has taken steps to streamline the process for applying to job postings. To this end, we are now working with an external service provider; Apply to Education (ATE).

If you want to apply to a teaching positions please ensure you are registered with [www.applytoeducation.com](http://www.applytoeducation.com) (if you aren't already). If you already have an account on Apply to Education, you do not need to create a new one. **Please note:** that on Apply to Education, Substitute Teachers are referred to as Occasional.

### 3 Steps to register as a Sub/Occasional Teacher for Elk Island Schools

1. Visit [www.applytoeducation.com](http://www.applytoeducation.com)
2. Existing users can sign into their accounts. New users can create an account by clicking 'OR CREATE AN ACCOUNT'. Select '**External Applicant**' and choose '**Teachers**' from the drop down menu. Fill in the registration page such as creating a username and password (should be a username and password you can easily remember).
3. Click the '**Next**' button and complete the remainder of the registration form

**NOTE:** If you are an employee of Elk Island Catholic Schools, please call Apply to Education to have a free credit applied to your account, to apply to any active jobs. The toll free number is [1-877-900-5627](tel:1-877-900-5627). Once a credit has been applied to your account:

1. Log into your account and click onto '**Who Can View My Portfolio**'
2. Click onto '**Edit Preferences**' under Occasional
3. After you have completed this section, the word '**Interested**' will appear under '**Edit Preferences**'

### If I want to apply to a position, how do I complete my application on Apply to Education?

1. Log into your account and complete the necessary sections in your portfolio i.e. **Resume and Cover Letter**
2. Click '**Save**' on each page

### What do I do now?

If you have completed all the sections in your account you will notice a credit on your ATE account on the '**Who Can View My Portfolio**' page and beside **Elk Island Catholic Schools**, you will notice an '**Approved**' status.

### How do I sign up to receive Job Alerts and apply to Job openings?

**STEP 1:** Once you have logged into your account, click on the '**Occasional Employees**'

**STEP 2:** Click 'View Long Term Openings'

**STEP 3:** Click 'Yes' to Job Alerts

**STEP 4:** Click on the job, review details and scroll down to the bottom of the page and click the '**Apply**' button



After you click the **'Apply'** button you will receive 3 confirmations: **A pop up message** to confirm your successful application, **a confirmation email** and **a confirmation will also appear in your Job Application Log.**

**NOTE:** If your application does not appear in your **'Job Applications Log'** you have not applied to the posting.  
If you have any further questions, please contact customer service.

Customer Service is available during business hours: Mon.–Fri. 5:30 am to 5pm 1 877 900 5627 or via email: [info@applytoeducation.ca](mailto:info@applytoeducation.ca)

