

1. How can I confirm that I've applied to a posting?

ApplyToEducation will provide 3 confirmations that an application has been successfully submitted to a job posting:

1. You receive a pop-up which indicates that you have successfully submitted your application to the job posting and the job posting will no longer be accessible through your 'Search Jobs' page.
2. You receive a confirmation email with the details of the job postings.
3. The job posting is listed on your 'Job Application Log' page for your record.

The best confirmation that we can provide about a successful application submission is your Job Application Log page. If the job posting is not listed in your Job Application Log page then you have not successfully submitted your application to the posting.

2. I cannot apply to a posting! It is telling me to complete the Personal Info page, where is can I find it?

Please ensure to complete the mandatory fields (*) on the Personal Info page. This is a page in the Portfolio section and must be completed before applying to a job posting.

3. I am logged in to my account, I've purchased the credit but I cannot find the job posting!

There are 4 possible reasons why you are unable to generate the job posting which you would like to submit your application to, they are the following:

1. You have already submitted your application to the job posting – please go to your 'Job Application Log' page in order to confirm whether or not you have already submitted your application to the job posting.
2. You are registered to the incorrect applicant category – if you are registered in the 'Teacher, Principal & Superintendent' applicant category you will only be able to view and submit your application to teaching jobs. If you are registered in the 'Support (ECE, EA/TA, Clerical, etc.)' position category you may only submit your application to support jobs, and the same follows for the 'Management and Professional' position category.
3. The job posting is for internal school board employees or Approved occasional school board employees only.
4. You have entered your search criteria incorrectly.

4. Help!! My files are too big!

Here are some scanning tips that will assist you with achieving the correct file size for uploading.

- Scan in black and white instead of in colour
- Please ensure that your target image is set to be either 8.5"x11" or 8.5"x14" to match the legal or letter page sizes
- Scan at a low resolution (150 dpi)
- If your documents are multiple pages: scan each page into a separate file and upload each page separately
- If you have the option save your scanned files in the PDF file format

In addition, please ensure your file is saved as one of the accepted file formats [(*.GIF), (*.PNG), (*.BMP), (*.TIF), (*.JPEG) or (*.PDF)].

5. I am so lost, I need help!

Not to worry! The ApplyToEducation team is available Monday to Friday between 7:30 am to 7:00 pm EST. You can contact us at 1877-900-5627 or email us at info@applytoeducation after hours.