



We recommend HDSB occasional employees interested in applying to internal vacancies pre-register on **applytoeducation**. This is at no cost to you. By registering now and completing your on line application early, you will be well prepared to apply to the vacancies immediately upon posting.

The steps to register are listed below; however don't hesitate to contact Customer Service at 1-877-900-5627 if you require any assistance.

STEP 1: Visit www.applytoeducation.com and click on the '**Internal Transfer Process**' box at the bottom of the web page.

STEP 2: IF you already have an account on ATE, log in at the top of the page and complete your current work assignment details and then go to **STEP 5**.

STEP 3: IF you do NOT have an existing account, complete the personal information section: email, Employee #, Qualifications, email address required and click '**Register**'.

STEP 4: Complete the remainder of the form. For Employee Group use: **Teachers, Principals & Superintendents**
For current assignment, please enter Secondary Occasional. For current work location, please select Occasional Teachers.

STEP 5: Click the '**Save Internal Application**' button. A new page will appear with confirmation that your registration was successful.

STEP 6: Complete your portfolio by adding your OCT# to the **Qualifications** page and fill in the **Experience(s)** section as well upload your resume and cover letter. The remaining sections of the portfolio are optional and not required for internal applications.

Congratulations!! You have successfully registered as an internal applicant; HDSB will now be Confirming your account!

STEP 7: Once HDSB has confirmed your internal account, you will notice a '**View Internal Job Postings**' button to view and apply to Internal Postings. You can sort and print the list of active postings. To view more details on a specific posting, click on its position/subject name (listed in red).

STEP 8: If you would like to be notified by email when internal HDSB positions are posted, select '**Yes**' for the Job Alert.

STEP 9: To apply to a posting follow the instructions on screen. You can upload a resume and/or cover letters tailored to the Job Posting and then click on the '**Apply**' button.

After you click the '**Apply**' button you will receive 3 confirmations:

- 1) A pop up message will confirm your successful application.
- 2) You will receive a confirmation email.
- 3) **A confirmation will also appear in your Job Application log.**

NOTE: If you wish to make any changes to your resume or cover letter and job related questions, please go to your '**Job Applications Log**' to make the changes. **HOWEVER**, once the posting closes, you will no longer be able to update your application for the posting.