



Livingstone Range

SCHOOL DIVISION NO. 68

How to Apply to Livingstone Range School Division

STEP 1: Visit <https://lrzd.simplification.com/> and click on **Register** or **Link Account** if you have an existing account with a different employer.



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LOGIN

Username:
Password:
 remember me

CREATE AN ACCOUNT

Thank you for your interest in Livingstone Range School Division. We accept applications for all positions online. We ask all those interested in joining our division to create an online portfolio. Please complete all sections of your portfolio before applying to a job posting, unless you are a student in your final year of your Bachelor of Education. If so, we encourage you to begin your portfolio today, and add required documents as they are made available to you.

Please note that the user name and password you choose for this application is only to be used for applications and searches relative to job postings with Livingstone Range School Division. To search positions with our division, you can do so through our career webpage. There, you will also find a step-by-step guide to completing your application portfolio in PDF format.

If you have any questions or concerns relative to completing your online portfolio, please call 1 877 900 5627 or info@simplification.com

LINK AN EXISTING ACCOUNT

I want to link to an existing account I have with another employer to apply to Livingstone Range School Division.

SIGN IN

REGISTER

LINK ACCOUNT

[Forgot Username or Password?](#)

STEP 2: If you clicked 'Register', choose your position category (i.e. **Teachers, Principals and Superintendents**) from the drop-down menu. Fill in the registration page, such as creating a username, password (should be a login combination that you can easily remember) and personal information. Click 'Register' to create your account.

* 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: Canada
* Province/State: BC
* Email:
* Confirm Email:
* Word Verification:
Generate New Image

Terms & Conditions: I agree with these terms and conditions and declare that the information I submit on this website is true.

For assistance please call 1-877-900-5627 or email info@simplification.com

Once you register, you will be re-directed to your account. You will also receive an email confirmation letting you know that you've registered an account with Livingstone Range School Division.





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STEP 3: When registration is complete, you are ready to complete your online **Portfolio** and apply to opportunities!

Create your Portfolio

Teachers, Principals and Superintendents	ECE, EA/TA, Clerical, Custodian	Management and Professionals
<ol style="list-style-type: none"> 1. Personal Information 2. Qualifications 3. Language Skills 4. Experience 5. References 6. Cover Letter 7. Resume 8. Supporting Documents <p style="background-color: yellow; padding: 5px;">If you do not have all the requested supporting documents, simply upload them as they become available. *Teaching Evaluations, Certificates & Diplomas, Teaching Qualifications, Reference Letters, Transcripts, Criminal Record Check *</p>	<ol style="list-style-type: none"> 1. Personal Information 2. Cover Letter 3. Resume 4. Criminal Record Check 	<ol style="list-style-type: none"> 1. Personal Information 2. Cover Letter 3. Resume

How Do I View & Apply to External Job Postings?

STEP 1: Log into your account via <https://lrsd.simplification.com/>

STEP 2: Click ‘**Job Postings**’ on the navigation bar and select ‘**Search Jobs**’.

STEP 3: Select the job posting title of the job that you would like to apply to and click the ‘**Apply**’ button at the bottom of the page.

NOTE: Jobs that you have applied to successfully will appear in your ‘**Job Application Log**’ in the **Job Postings** section

My Username and/or Password Assistance

STEP 1: If you forget your user name and password, visit <https://lrsd.simplification.com/> and click ‘**Forgot Username or Password?**’

STEP 2: Enter your email address you registered with and a password reset link will be sent by email.



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Do you need further assistance?

If you need help, please contact ApplytoEducation's Customer Care department at **1877 900 5627**.

You can also send an email to info@applytoeducation.com

ApplyToEducation is available **Monday to Friday** between **5:30 am to 5:00 pm MST**.

You can also use the '**Help and Training**' section in your account for immediate assistance.