



## How to Apply for a Position with Saskatoon Public Schools (SPS)

Thank you for your interest in working for Saskatoon Public Schools! We are always looking for qualified candidates for all positions. Applications are accepted online only. Paper copies of resumes will not be considered. Please follow the simple instructions below to get started with employment with SPS.

1. Go to [www.spsd.sk.ca](http://www.spsd.sk.ca)

2. Click **Work for SPS**



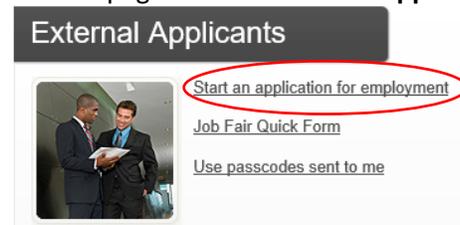
3. Click **Apply Here**



4. a) If you are applying for a specific job listed, click the **Apply** button attached to the posting.



4. b) If you are submitting an application for general employment (Educational Assistant, Administrative Assistant, Caretaker, Teacher, etc.) Scroll to the bottom of the Frontline Education Saskatoon Public Schools page and click **Start an application for employment** in the **External Applicants** section.



5. You will be taken to a system called AppliTrack. Click **Start** on the right side to begin the process.



6. Enter **ALL** required information and create a **password** that you will remember. You will receive a confirmation email when you have successfully created a valid profile and a link to login.

*NOTE: Applications not completed within 25 days will be automatically deleted.*

7. Continue to fill out each page required for your application, clicking **Next Page** after each page entry. Depending on the position desired, additional information may be required. Please enter as much information as possible on each tab.



*NOTE: At any time, you may use the Save as Draft button on the bottom left.*



8. When you have completed all required entries and information, click the **Submit Application** button on page 16. Confirmation.



*NOTE: If you receive a pop-up asking you to confirm your submission. Click OK.*

9. You will receive an email confirming your application and may now click the **Close And Log Off** button to finish. Congratulations! You are on your way to being one of our valued employees. We look forward to meeting you to discuss your future with SPS.

