Apply to Education - Frequently Asked Questions

Step 1: Register

To Register please go to the [Apply to Education website](#)

1. Click on **Create an Account**
2. Select the statement: "**I am registering as an External applicant or Occasional Employee**"
3. Select your **Position Category** (e.g. '**Teachers, Principals & Superintendents', 'ECE, EA/TA, ERW, Secretarial, Custodian' or 'Management and Professional**')
4. Fill out your personal information and create a username and password
5. A verification code will be sent to you.
6. Type the verification code and say 'YES' to the terms of agreement and click on the '**Register**' button

Step 2: Purchase Credits & Complete an Application

1. In order to apply to job posting at DPCDSB and make your Portfolio visible, please go to the **Purchase Credits** section and pay the $12 fee (fee is per Job Category for one year).
2. Once the credit is applied to your account, you are required to complete your Portfolio before applying to any job posting.

Please note: The following sections must be completed in order to proceed with applying to job postings: Personal Info, Who Can View My Portfolio, Qualifications, Experience, References, Resume, Cover Letter and Supporting Documents.

Step 3: Apply to a Posting

1. Click on the **Position name** for a posting you wish to apply to
2. Scroll to the bottom of the posting and answer any job related questions
3. Upload required documents.
4. Click the **Apply** button

Note: You can upload a resume, cover letter and other required documents specific to the posting before you click the Apply button. Once a posting has closed you will not be able to modify your application and/or uploaded documents.

Search Job Postings and Sign Up for Job Alerts

1. Log into your account
2. Under the **Job Postings** tab, click on **Search Jobs**
3. Click the **+** sign to the **Left** of Ontario and then scroll down to Greater Toronto Area
4. Check mark the white box for **Dufferin-Peel Catholic District School Board**
5. Click **Yes** to receive **Job Alerts** and then name your **Job Alert** (e.g. DPCDSB)
6. Click Search to complete this process

How Do I know I Have Applied Successfully?

To verify if your application is processed successfully you will receive 3 Confirmations of your application:

1. A pop up advising you have applied successfully will display
2. An email confirmation will be sent to you
3. The Job will appear in your Job Application Log under the Job Postings tab

Forgot Password?

1. In case you have forgotten your username and/or password, click on '**Forgot Your Login?**'
2. Detailed instructions will be emailed to you

For any Inquiries call: 1-877-900-5627 ɪ Email: info@applytoeducation.com ɪ M-F: 7:30 am–7pm EST.