



# Aspen View

## PUBLIC SCHOOLS

For Questions call: 1-877-900-5627 | Email: [info@simplification.com](mailto:info@simplification.com) | M-F: 5:30 am – 5:00 pm

There are three steps to apply to position with Aspen View Public Schools:

- REGISTER – You must register with a user name and password different from other on-line applications- it will be unique to Aspen View Public Schools
- CREATE YOUR PORTFOLIO
- APPLY FOR JOBS

REGISTER: Go to <http://asperview.simplification.com>

- Select 'I am registering as an EXTERNAL applicant'
- Choose your position category:  
Teachers, Principals & Superintendents  
OR  
Management & Professionals
- Complete the applicant registration page

### CREATE YOUR PORTFOLIO

Before applying to our career opportunities, ensure the following sections of your portfolio are complete.

Teachers, Principals, Superintendents	Management & Professionals
✓ Personal Information	✓ Personal Information
✓ Qualifications	✓ Cover Letter
✓ Language Skills	✓ Resume
✓ Experience	
✓ References	
✓ Cover Letter	
✓ Resume	
✓ <u>Supporting Documents</u> (see required documents below)	

**Supporting Documents Include:** \*Teaching Evaluations, Certificates & Diplomas, Teaching Qualifications, Reference Letters, Transcripts, Criminal Record Check. If you do not have all documents, upload them as they become available



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### APPLY FOR JOBS

- Click 'Job Postings' on the navigation bar, select 'Search Jobs' and then 'Search'.
- Select the job posting title
- Upload a customized cover letter and/or resume specific to the job posting
- Click 'Apply'
- Jobs that you have applied to will arrive in the 'Job Application Log'