Applying to Continuing Education Positions in VIP

**Step 1**
**VISIT VIP**

All Continuing Education positions are posted on VIP. We do not accept hard copy resumes.

To access VIP:
- Go to: [www.peelschools.org](http://www.peelschools.org)
- Click on Jobs
- Click on Application Process
- Click on Continuing Education Hiring

**Step 2**
**LOGIN OR CREATE AN ACCOUNT**

- If you already have a VIP account, login to review and update your resume.
- If you don’t have a VIP account, click on REGISTER NOW and create an account.
- DO NOT create multiple accounts on VIP – one account will allow you to apply to different positions.
- Be sure to include your Peel employee #, email address and the last 3 digits of your SIN in your personal information.

**STEP 3**
**CREATE OR UPDATE AN ONLINE RESUME**

- To ensure that your application can be viewed by those doing the hiring, you must indicate “Yes, I would like my resume to be searchable.” Your resume will then be Online.
- To do so, go to the Review tab, scroll down and make the change. Otherwise it cannot be seen if it is Offline.

**STEP 4**
**APPLY**

- Select one position that you are qualified to apply to. Click on the job to review the posting and determine if you hold the required qualifications.
- If you wish to apply, you must click on the APPLY button.
- You can then search for another job and apply to that position.

**IMPORTANT INFORMATION**

- For current employees, you MUST enter your employee number, Peel email address, and the last 3 digits of your SIN.
- If you are applying to an International Languages job posting you MUST indicate the languages in which you are fluent.
- DO NOT create multiple accounts on VIP – one account will allow you to apply for different positions.
- All relevant academic qualifications and experience must be included.
- If you have multiple VIP accounts, please contact the Helpdesk at 905-890-1010, ext. 4357 to delete all but your most recent account.
- You must apply to each job individually.
- You can verify jobs to which you have applied by going to “My Job Application History”.
- If you “Unapply” to any posting your resume is no longer attached to that job posting.
- **TECHNICAL ISSUES**: For help contact the HELPDESK at 905-890-1010, ext. 4357.