



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
- 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.