

## Applying as an external applicant to Surrey Schools postings

Thank you for your interest in Surrey Schools. Please follow these instructions to create your application and apply to external postings.

**IMPORTANT NOTE** – You will need a Surrey Schools Make a Future account under the “*Teachers, Superintendents, and Principals*” job category before applying. If you have not yet created a profile with Surrey Schools on Make a Future, you will first need to do so. Create your profile [HERE](#). Once you have created your profile, please follow the steps below.

### Step 1 – Access your portfolio

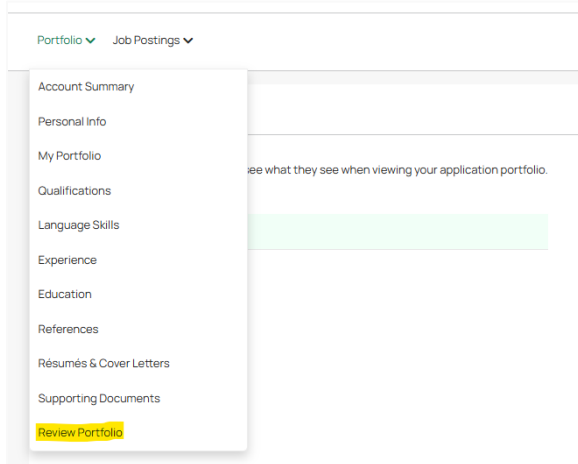
Sign into your Surrey Schools Make a Future account [HERE](#).

You will be forwarded to the “Account Summary” page.

### Step 2 – Retrieve your portfolio

Select the “Portfolio” drop-down menu.

Select “Review Portfolio”.



continued next page

Surrey School District 14033 92 Avenue, Surrey, BC V3V 0B7

@Surrey\_Schools

Tel: 604-596-7333 | [www.SurreySchools.ca](http://www.SurreySchools.ca)

*We respectfully acknowledge that Surrey Schools resides on the traditional, unceded, and shared territories of Coast Salish peoples: The ḡíçəḡ—Katzie, the q'w̓a:ḡḡ'əḡ—Kwantlen and the SEMYOME — Semiahmoo First Nations: the stewards of this land since time immemorial.*



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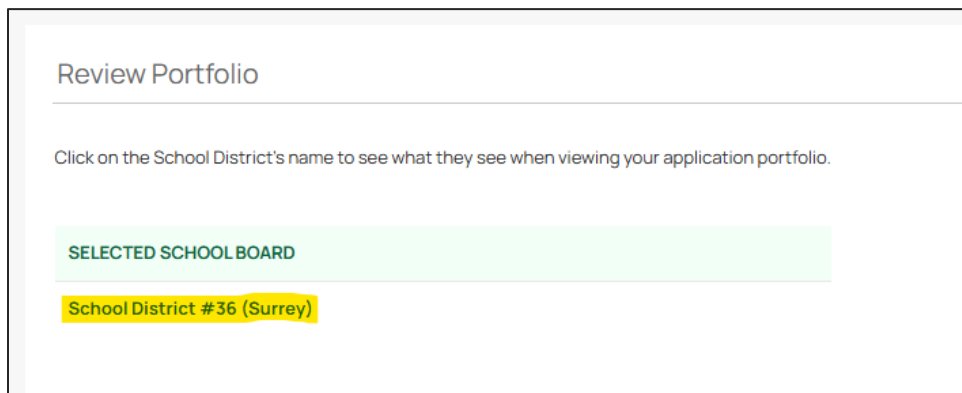
### Step 3 – Download your portfolio

Select "School District #36 (Surrey)" hyperlink.

This will prompt your profile to be downloaded into PDF.

Click on pop-up or retrieve the download from your web-browser download folder.

Open file to review.



### Step 4 – Review your portfolio

Review all details of your application including personal information, resume, cover letter and list of references.

Make any necessary changes; repeat steps 2-4 to review any changes.

### Step 5 – Follow posting instructions to apply

As per the posting directions, email your PDF file to the contact as directed.