How to Apply

School District #62 (SD62) is growing and we are looking for great people to join our District. SD62 uses **Make a Future** (MAF) for all job postings here is how you apply for a position to begin an awesome career at SD62:

1. **Go to Make a Future** using these options:
   a) Go to the SD62 Website at (https://www.sd62.bc.ca) and click "*Careers"* or;
   b) Go to Make a Future at (https://www.makeafuture.ca/)
      - Click **BC Regions** on the Menu bar and select **Vancouver Island and Sunshine Coast**
      - Click **Sooke 62**
   c) Go directly to the SD62 Make a Future page:
      https://www.makeafuture.ca/bc-schools-and-districts/sooke-school-district-no-62/

2. **Log In or Register** once you are on the MAF/Sooke School District page:
   - If you already have an Account: Go to **Login** and fill in your username and password. If you forget your username or password, click "*Forget Username or Password"* (if you don't receive the email, don't forget to check your junk folder)

      → *IMPORTANT: If you have an account already, please do not create another one and contact MAF for assistance on how to access your account*

   - If you do not have an account: Click **Register** under *Create an Account*

3. Click **Job Postings** and select "*Search Jobs"*

4. Click on the "*Position Title"* for the job you want to apply for and you will be redirected to the job details page and then click **Apply**

5. **Upload any required documents** and click **Next** and then click **Submit.** You will receive a confirmation and your application will be recorded on your Jobs Applied To page found under Job Postings

If you require any assistance, please contact Make a Future directly by:

Email at applicant@makeafuture.ca
Telephone at: 1-866-806-6851
Website at: https://www.makeafuture.ca/contact-us/

Please sure to check out our postings regularly and keep your profile updated with all pertinent information such as your phone number, resume and any applicable certification to confirm your qualifications for position you are applying for.