

Email to "Active" Candidates

Your account is now "Active". You might need to log out and then log back in to reset your account status. You can continue enhancing your profile in Active status - you can request additional references, revise your CV, upload documents or tweak your information for a more competitive profile.

If you wish to view your profile as a recruiter does (without references of course!) click My Profile, View My Profile.

We've compiled essential information to help you make the most of your Search membership.

Take time to read [Job Search FAQs](#) and the [Candidate FAQs](#) on your dashboard. Also, visit our [Search Website](#) for top tips to help you succeed in your international job search.

YOU NEED TO BE PRO-ACTIVE WITH YOUR JOB SEARCH!

To maximize your Search membership, we recommend:

- Make sure you're signed up for the **Email updates**. Under My Account, Email Preferences, select either "Daily Update" for all the new jobs posted in the last 24 hours, or "My Positions Update" for new jobs matching your Seeking preferences. Unfortunately, you cannot filter by regional preferences.
- **Search Jobs**. Use the 'View all of my matches' option under Vacancy Matches on your dashboard to search only for matching vacancies.
- **Research schools** using our database, "favourite" schools and create a list of your preferred schools for quick easy reference. If you need help navigating the database, let us know.
- **Apply via APLi, or via the Search dbase**. This identifies you as a vetted, Active Search candidate.
- **Register for a Search Job Fair** and expand your opportunities (see below).

Here are links to important information and tips:

- [Applying for Jobs](#). How to research vacancies and apply for positions through the Search database
- [Job Search Strategies](#). Tips on how to approach your job search and our Recommended Strategy.
- [Cover Letter Tips](#). Your goal is to get an interview!
 - Once you have a good template, you can apply to many schools with moderate effort. We recommend that you apply for many positions in many schools in different regions of the world - in other words, keep an open mind and cast a wide net!
- [Interview Tips](#). For online or in-person interviews at fairs, Including sample questions.
- [Considering and Accepting Offers](#). How to evaluate offers, what questions to ask, how to avoid professional pitfalls. With Search, "YOUR WORD IS YOUR BOND!"

Schrole and School Websites

If you are directed to apply via "Schrole" or if you are directed to a school's website to complete a separate application form, **notify me immediately**. Many schools use multiple recruiting agencies, but Search candidates do not need to go through the lengthy Schrole process. And **Search has special arrangements with many schools to circumvent their online application!** Note: some schools (usually the larger schools in the most popular destinations) insist that all applications go through their website so you will just have to follow their process. *But check with me first, we could save you a lot of time!*

SEARCH RECRUITMENT FAIRS

Attending a Search Fair should be a part of your job search strategy, complementing your online applications. Check our [Fair Webpage](#) for the fair schedule and eligibility criteria. Your Search membership fee includes one Fair; there is a US\$75 fair fee to attend an additional fair.

[The Toronto Search Fair](#) is Feb 6-8, 2026, held in partnership with Queen's University. The Toronto Fair is the premier international teacher recruiting event in Canada. If you are in or near Canada, especially if you are new to international teaching, we encourage you to take advantage of this amazing job fair. Read about the success of the [2025 Toronto Fair](#).

Your Responsibilities as an Active Search Candidate

1. Read and respond to my emails (*please add "noreply@searchassociates.com" to your Safe Senders List*). We email regular updates with important information and tips. We also give a heads up when fair registrations are about to close so make sure you don't miss any deadlines!
2. Keep your profile up to date. If we note something that needs updating, we will let you know. It is our responsibility to ensure your profile is as competitive as possible. Do not ignore our suggestions!
3. Auto-Archived. Don't just rely on the daily email updates! You need to log in at least once/month, otherwise our system will Archived your account and you will lose access to the database and your profile and applications will no longer be visible by schools. You'll have to email me to re-activate your account (this has to be done manually). If we don't hear from you, we will contact you for an update, and eventually we will deactivate your account. Your membership runs continuously regardless of account status.
4. Keep us informed of any progress. The best way to do this is to cc me on communication with schools and recruiters. If I'm kept in the loop, it makes it easier to intervene or advocate on your behalf, if necessary.
5. **If you accept an offer, let me know!** If you decide to suspend your search and/or will remain at your current school for another year, email me to let me know. This helps maintain the integrity of our database that schools and candidates like you depend on.
6. Being an Active member of Search means that you are actively seeking a job for the following school year. We monitor our database regularly, and any inactivity will prompt us to ask about your job search status.

Your Search Membership

Your membership runs continuously for 12 months or until you are placed internationally (whether through Search or other means), whichever comes first.

Let us know if you have any questions or if you need any advice. **Especially if you are new to Search!** Our goal is to provide personal service and professional advice, especially during the exciting recruiting season. Barbara and I aim to reply within 48 hours, so if you don't hear from us, send us another message!

We are here to assist you throughout your job search journey - as much or as little as you want.

Good luck!

Gary

Connect with me on [LinkedIn](#). This is the best way to stay abreast of what's going on in the international school community. Also follow me on [Instagram](#) and join our [Facebook Group](#).

*****Please add "noreply@searchassociates.com" to your Safe Senders List, so important information, updates and invoices from Search Associates don't end up in your junk/spam folder.*****