



HELLENIC REPUBLIC

Ministry of Education,
Religious Affairs and Sports

Regional Directorate of Primary and
Secondary Education of Crete

Guide for Registration and Application Submission for Substitute Teacher Candidates of the School of European Education in Heraklion

General Instructions

1. Applications must be submitted **exclusively online** at: <https://sepherapp.pdekritis.gr>
2. To submit an application, account creation is required. The steps for creating an account are described in **Section A. User Registration** of this guide.
3. After creating an account, the candidate can log in to the platform and submit the application and supporting documents. The steps for this are described in **Section B. Application Submission**.
4. Candidates applying for **more than one position** must upload **all supporting documents with each application**. Documents attached to one application **will not** be taken into account for the scoring of other applications.
5. No additional documents will be accepted **after the submission deadline**.
6. If a candidate wishes to **modify or supplement** the application before the deadline, he may do so by submitting the modified/supplemented application and relevant documents via email to: mail@kritis.pde.sch.gr.

A. User Registration

1. Visit the website: <https://septherapp.pdekritis.gr> using a web browser, like Firefox or Chrome.
2. Select language: **Greek** or **English**.



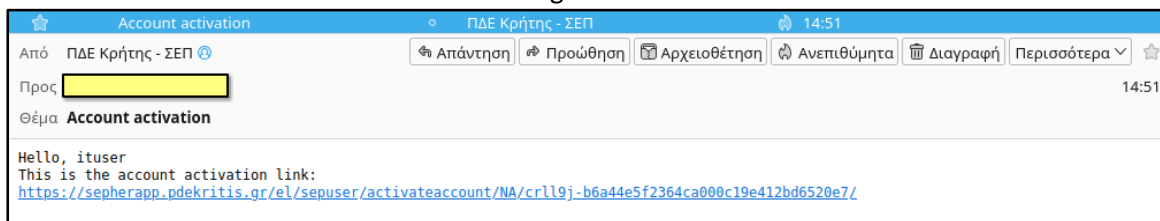
3. You only need to create an account **once**. Click the link **"Register"**.



4. You will be asked to fill in the desired **username**, **email address**, **last name**, **first name**, and **password**. After filling in the required fields, click **Register**. Make sure to use a valid email address, as you will receive an email with the **account activation link**.

A screenshot of the registration form on the 'Regional Directorate of Education / Crete' website. The form is contained within a white box with a thin border. It has the following fields: 'Username*' (with a note: 'Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.'), 'Email address', 'First name', 'Last name', 'Password*' (with a list of requirements: 'Your password can't be too similar to your other personal information.', 'Your password must contain at least 8 characters.', 'Your password can't be a commonly used password.', 'Your password can't be entirely numeric.'), and 'Password confirmation*' (with a note: 'Enter the same password as before, for verification.'). A black 'Register' button is at the bottom right. A small link 'You already have an account?' is at the bottom left.

5. The activation email will look like the following:



6. Click the link in the email. A message will appear confirming that your account has been successfully activated. If the link is clicked multiple times by mistake, a different message may appear, but activation will still be completed.

B. Application Submission

1. As with registration, visit: <https://septherapp.pdekritis.gr/> , select your language, and then click **Login**.
2. Enter your **username** and **password** from registration, as shown in the picture (below). Then click **Login** again.

3. If your login credentials are correct, a **welcome message** will appear. Click **OK**, and the next screen will load. Click "**Proceed**".



B1. Applicant Information

- Click the button "Create Applicant Information Form" (only required once):

Regional Directorate of Education / Crete

Home Language Logout(ituser)

Applicant Information

User	Surname	Name	Fathername	Mothername	Mobile	Homeaddress	Actions
------	---------	------	------------	------------	--------	-------------	---------

[Create Applicant Information Form](#)

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- Fill in your personal detail.:

Applicant Information Form

Surname:

Name:

Fathers Name:

Mothers Name:

Identification document number:

Gender:

Date of Birth:

Birth Place:

Home Address:

Marital Status:

City:

Postal Code:

Mobile PhoneNo:

Home PhoneNo:

Attention: The fields **Surname**, **Name**, **Fathers Name**, and **Mothers Name** must be filled in correctly as you want them to appear on your application (capitalized or not). To change them later, you must send an email to: it@kritis.pde.sch.gr

- Click **Save** to proceed.

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Applicant Information

User	Surname	Name	Fathername	Mothername	Mobile	Homeaddress	Actions
ituser	IT	USER	PDE	RDE	6999887766	KNOSSOU 6 HERAKLION	Personal Information Manage Applications

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- If you made a mistake in any personal details (except the name fields mentioned above), click "**Personal Information**" (on the right), make corrections, and click **Save** again.

B2. Creating and Submitting the Application

8. Click on "**Manage Applications**".
9. In the new tab, click "**Create Application**" (top left).

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Home Language Logout(ituser)

[Create Application](#)

Applications

ApplicationID	Schoolyear	Surname	FirstName	Vacancy Announcement Position	actions	Status
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10. A form will open.

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Application Form

Application for Vacancy Position:

[Full description of teaching positions in Vacancy Announcement](#)

Apply for Primary Cycle: ☐

Apply for Secondary Cycle: ☐

Apply for FullTime position: ☐

Apply (even) for PartTime/HourPaid position: ☐

You must check this checkbox if you wish to work even parttime

English Native Speaker: ☐

Other Language Native Speaker:

English C2 for non Native English Speakers: ☐

European Schools served:

Working Experience in European Schools (Years, Months, Days) Eur-Y: Eur-M: Eur-D:

Working Experience in Education Y: M: D:

Relevant University Degree:

List of Publications:

Comments:

List of Publications:

Comments:

11. Complete the relevant fields.:
 - a. In the field "**Application for Vacancy Position**": Select from the dropdown the position you're applying for (e.g., **A1, A2, B1, B2, Γ1(C1), Γ2(C2), etc.**). Each position code is explained in detail in the vacancy announcement.
 - b. Based on the selected position, the **educational cycle** (primary, secondary, or both) is auto-filled. *You may adjust them but ensure that they are consistent with the selected position.*
 - c. Also, "Apply for Fulltime position" is auto-filled after selecting position. If you're willing to work part-time, you should check the "Apply (even) for PartTime/HourlyPaid position" checkbox.

- d. Indicate if you are a **native speaker** of English or another language, or a **non-native speaker** certified at least with **C2-level English**.
- e. If you have worked at European Schools before, indicate which ones.
- f. Fill in your **exact teaching experience** (Years, Months, Days) in **European Schools**.
- g. Fill in your **exact teaching experience** (Years, Months, Days) in **Education**.
- h. In the **"Relevant University Degree"** field, provide the exact title of your main degree for the position you are applying for.
- i. In the **"List of Publications"**, list article/book titles, authors, year, and importantly the **ISBN, ISSN or DOI**. No credit will be given without one of these identifiers.
- j. Finally, click the **"Save"** button and you will see a message indicating that you have to upload the relevant supporting documents before attempting to submit your application.

12. Then the following page appears:

Regional Directorate of Education / Crete

Home Language Logout(ituser)

[Create Application](#)

Applications

	ApplicationID	Schoolyear	Surname	FirstName	Vacancy Announcement Position	actions	Status
1	760f53e3-f72b-455d-9617-e22d7c0f0cfc	2024-2025	IT	USER	A1 / Νηπιαγωγών (Nursery) / EN / PrimFT(2)	Edit Upload Download Submit Preview	⚠

13. After saving the application, a page will display with your **Application ID**. This **ID** is the unique number that corresponds to the specific application and you should save it.

14. Then you should select **"Upload"** to add all relevant files in the "Attachment Files Folder" where all attached files are listed, as shown in the picture (below):

Regional Directorate of Education / Crete

Home Language Logout(ituser)

[Add File](#) [Back to Application](#)

IT USER Attachment Files Folder (0 bytes)

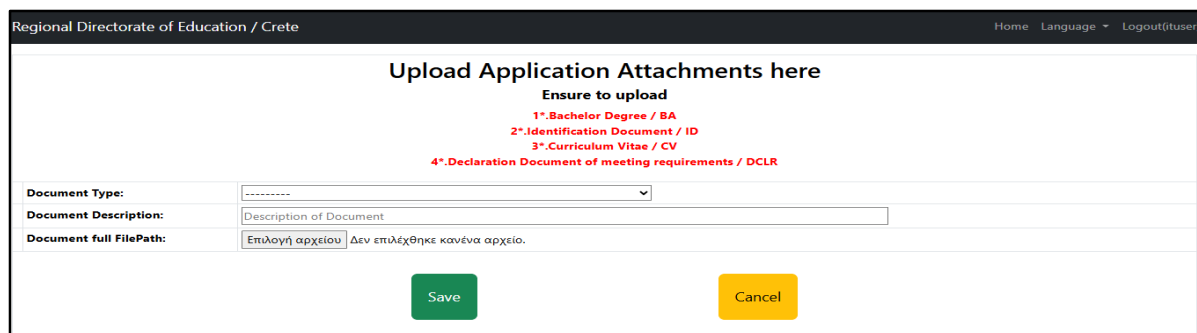
Application : 760f53e3-f72b-455d-9617-e22d7c0f0cfc For position A1 / Νηπιαγωγών (Nursery) / EN / PrimFT(2)

Your application + attachments can/will be sent via email

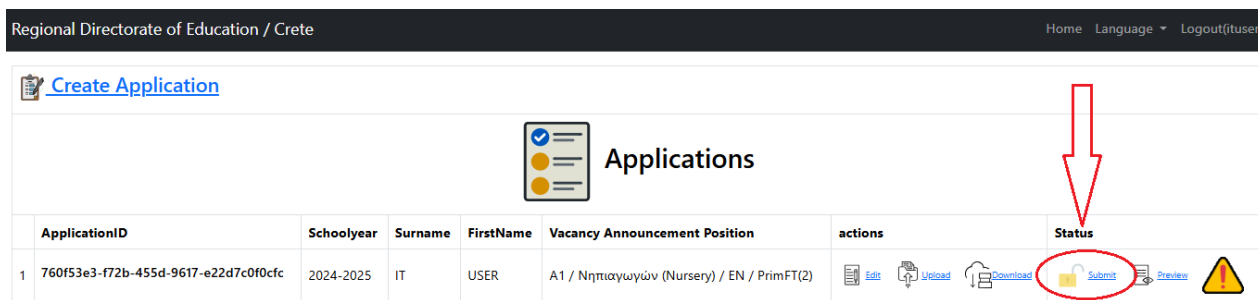
Type	Descr	File	Size	actions
------	-------	------	------	---------

15. Specifically to upload your documents click **"Add File"** for each document you want to upload and then:
- Select the document type from the dropdown
 - Write a short description
 - Choose the file from your device
 - Click **"save"**.

Accepted file types: **pdf, zip, docx (and doc), odt, jpg, png, gif** Maximum file size: **5MB**



16. After each upload, you'll see the **Attachment Folder** showing all your uploaded files for the specific position.
17. Once **all necessary documents** are uploaded, click **"Submit"** to officially submit your application to the Regional Directorate of Education of Crete.



ApplicationID	Schoolyear	Surname	FirstName	Vacancy Announcement Position	actions	Status	
1	760f53e3-f72b-455d-9617-e22d7c0f0cfc	2024-2025	IT	USER	A1 / Νηπιαγωγών (Nursery) / EN / PrimFT(2)	Edit Upload Download Submit Preview	

Click OK on the confirmation messages after reading them carefully. Depending on your internet connection, the process may take a few moments. You should eventually see a message: **"Your application has been submitted"**. You will also receive a confirmation email with your application in PDF format and all uploaded documents in a single ZIP file.

Αίτηση ΣΕΠ / SEEH Application - 387 [Εισαγόμενα x](#)

S sep@kritis.pde.sch.gr
 προς [redacted]
 ΗΛΕΚΤΡΟΝΙΚΗ ΥΠΟΒΟΛΗ ΑΙΤΗΣΗΣ / ELECTRONIC APPLICATION SUBMISSION
 ΜΟΝΑΔΙΚΟΣ ΚΩΔΙΚΟΣ / UNIQUE UUID: 9fa119b3-315f-44d1-bd3e-cbd64a7ea387

ΓΙΑ ΠΡΟΣΚΛΗΣΗ ΠΡΟΣΛΗΨΗΣ / FOR VACANCY ANNOUNCEMENT: "VAC.AN. 70135/21-8-2024 SEEH"

ΑΙΤΩΝ / APPLICANT: [redacted]

ΣΥΝΗΜΜΕΝΑ ΑΡΧΕΙΑ / ATTACHMENTS:

0. "ΑΙΤΗΣΗ/APPLICATION" (ΑΙΤΗΣΗ/APPLICATION)
1. "Πτυχίο1" (1* Bachelor Degree)
2. "Πτυχίο ΠΑΙΔΑΓΩΓΙΚΟΥ ΤΜΗΜΑΤΟΣ ΔΗΜΟΤΙΚΗΣ ΕΚΠΑΙΔΕΥΣΗΣ" (1* Bachelor Degree)
3. "Πτυχίο2" (1* Bachelor Degree)
4. "Bachelor" (1* Bachelor Degree)
5. "Τουτίση" (2* Identification Document)
6. "ΥΔ" (4* Declaration Document of meeting requirements)
7. "ΣΕΠ Ηρακλείου" (6. Language Certificate C2 English)

//Σε περίπτωση ανάγκης αλλαγής αίτησης εντός του διαστήματος αίτησεων αυτό μπορεί να γίνει μόνο με αποστολή αίτησης με email στην ΠΔΕ Κρήτης//
 //In case of need of application changes within the application period the only way to do this is by emailing application to RDE Crete//

2 Συννημμένα • Σαρώθηκε από το Gmail




18. After submission, you will see the following screen:

Regional Directorate of Education / Crete							Home	Language	Logout(ituser)
Create Application									
 Applications									
	ApplicationID	Schoolyear	Surname	FirstName	Vacancy Announcement Position	actions	Status		
1	760f53e3-f72b-455d-9617-e22d7c0f0cfc	2024-2025	IT	USER	A1 / Νηπιαγωγών (Nursery) / EN / PrimFT(2)		 Submitted  		

19. Use the "PDF" button  to view your full application, and the "ZIP" button  to download all attachments.

20. You can **modify your application** (e.g., change application data or add extra documents) **only before the deadline**, by emailing at: mail@kritis.pde.sch.gr, using **email subject**:
 APPLICATION MODIFICATION SEEH - FULL NAME
 (e.g., APPLICATION MODIFICATION SEEH - GEORGE GEORGIU).

In the application, please describe in detail the modifications you wish to make and attach the necessary supporting documents (if any).

Important: If you have **multiple specialties**, you may submit **one application per specialty**. For each **application**, you must upload **all necessary documents**.

Information about applications

Phone: 2810302452, 2810347282, 2810302459

Email: sep@kritis.pde.sch.gr

Information about the platform

Phone: 2810347287, 2810347297

Email: it@kritis.pde.sch.gr