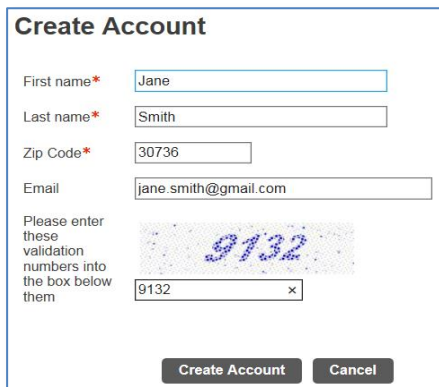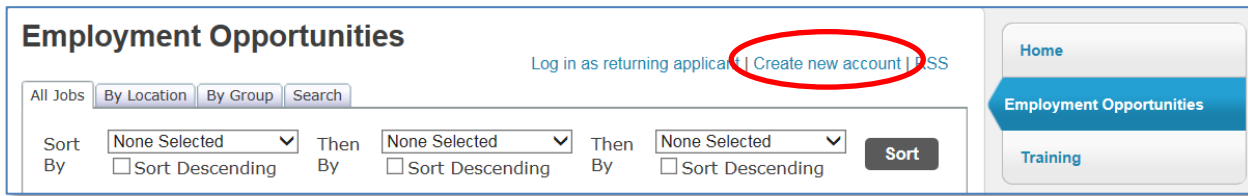**NOTE:** The online application works best in Internet Explorer and will work in Google Chrome, but Firefox is not recommended.
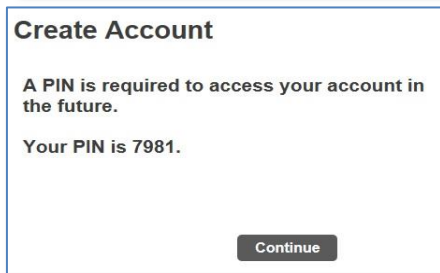


**#1)** Click Create new account at the top of the page.



**#2 )** Enter your personal information in the correct boxes, followed by the random validation number displayed in the last box.

**#3)** Click the Create Account box.

**#4)** The next screen will display a pin number that you will need in the future when applying for a position. Make a note of this pin number. You will receive an email that your account has been created and it will also contain the pin number for your records.

**#5)** Click the Continue button.

**You will need to complete your Applicant Profile before applying for a position.**

**NOTE:** Turn on your **Caps Lock** key as you complete your profile.

**#6)** Click on the **Applicant Profile** link at the top-right of the page.
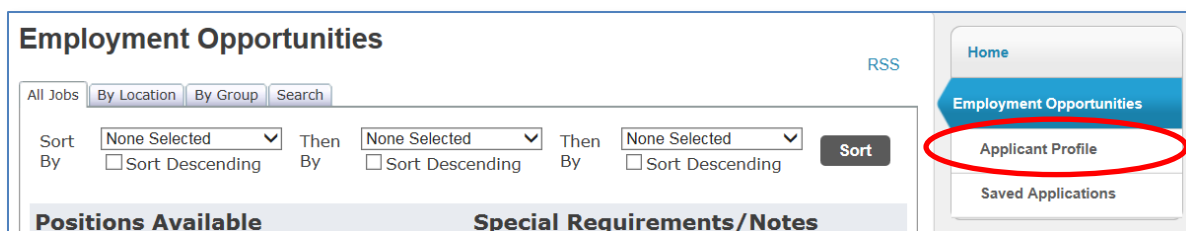


At the top of the Applicant Profile window there are links to pages for you to enter your information. Click on each page and complete. All required fields will contain a red asterisk (*) beside the field.

**General Information Page**   *(Caps Lock on at all times)*

There are three sections to complete, click on the **change** link beside each section name to complete the section.

| Personal Information change | Contact Information change | Availability and Requirements change |

Once you have completed a section, clicking the Continue button saves the information entered.

All saved applications will be displayed in the Saved Applications section.

**Saved Applications**

There are currently no saved applications.

All open positions in the county will display in the bottom section. **Once you have completed your Applicant Profile**, you will use the Apply link beside the position(s) you are interested in applying for.

**Employment Opportunities**

| Job Description | Status | |
|---|---|---|
| ELEMENTARY TEACHER | NOT APPLIED | Apply |
| MIDDLE SCHOOL TEACHER | NOT APPLIED | Apply |
| ASSISTANT PRINCIPAL | NOT APPLIED | Apply |

**Eligibility & Status Page**

Click the change option to complete the page.

**NOTE:** Checking a box signifies a "Yes" response, leaving a box unchecked signifies a "No" response.

Clicking the **Continue** box at the bottom of the page saves the responses to your application.

**Education Page**

**Applicant Education Information**                                    Add to Education

Click the **Add to Education** option to add college education to your profile.

**NOTE:** Choosing a State from the State drop list will filter the Institution list to only those within that state.

Complete all required (**\***) fields and click the **Continue** box at the bottom of the page to save your information.

Use the Add to Education option to add any additional college institutions/degrees to your profile.

Clicking the Continue box at the bottom of the page saves the responses to your application.

**Work History Page**

| Applicant Work History | Add to Work History |
|---|---|

Click the **Add to Work History** option to add work experience to your profile.

Complete all required (**\***) fields and click the **Continue** box at the bottom of the page to save your information.

Use the Add to Work History option to add any additional jobs/work experience to your profile.

Clicking the Continue box at the bottom of the page saves the responses to your application.

**Skills Page** *(disregard this page, it is incomplete)*

**Certifications & Licenses Page**

| Applicant Certification Records | Add to Certifications |
|---|---|

Click the **Add to Certifications** option to add certifications/licenses/technical experience to your profile.

Complete all required (**\***) fields and click the **Continue** box at the bottom of the page to save your information.

Use the Add to Certifications option to add additional certifications/licenses/technical experience to your profile.

Clicking the Continue box at the bottom of the page saves the responses to your application.

**References Page**

| Applicant References | Add to References |
|---|---|

Click the **Add to References** option to add personal or professional references to your profile.

Complete all required (**\***) fields and click the **Continue** box at the bottom of the page to save your information.

Use the Add to References option to add any additional personal or professional references to your profile.

Clicking the Continue box at the bottom of the page saves the responses to your application.
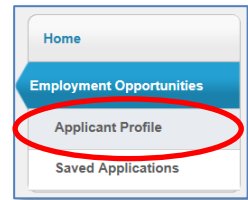
**Upload Attachment Page**

You may upload files on this page that are related to the postion(s) you would like to apply for (example: an updated resume, cover letter, copy of certification, etc.).

Click the Browse button and navigate to the file of your choice, then click the Upload button.

**Once your Applicant Profile is complete Apply for Position(s)**

Click on the **Applicant Profile** option to return to the General Information page.

Scroll down to the Employment Opportunities section and click the Apply link beside the postion you would like to apply for.





A detailed application will display containing the information entered on your Applicant Profile.



Click the **Review Application** button at the bottom and then the **Submit** button to complete the Application process.

**NOTE:** If you apply for a Classified (Computer Tech, Maintenance, Custodial, Child Nutrition, etc.…) position, you will be required to enter a High School or GED information before your application can be submitted.