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

Employment Opportunities	Home	
All Jobs By Location By Group Search	Employment Opportunities	
Sort None Selected Then None Selected Then None Selected Sort By Sort Descending By Sort Descending By Sort Descending Sort Descending Sort Descending Sort Descending Sort Descending	Training	

- **#1)** Click Login as returning applicant.
- #2) Enter your personal information in the correct boxes, followed by the random validation number displayed in the last box.
- **#3)** Click the Login box.

NOTE: if you do not remember your pin *#*, clicking the link for email reminder will send an email to the email address you entered when creating your initial application.

Update	vour	Applicant	Profile	before	applying	for	anv	position
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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.

Employment Opportunities	Home		
All Jobs By Location By Group Search	Employment Opportunities		
Sort None Selected Then None Selected Then None Selected Sort Descending By Sort Descending By Sort Descending Sort	Applicant Profile		
	Saved Applications		
Positions Available Special Requirements/Notes			

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.

Applicant Profile
General Information
General Information Eligibility & Status Education Work History Skills Certifications & Licenses References Upload Attachment Custom Codes

Don't have an	account? Create a new account
First name*	Jane
Last name*	Smith
Zip Code*	30736
Pin*	****
Please enter these validation numbers into the box below them	Forgot your pin? Click here for email reminder.

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.



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



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.



Employment Opportunities	
Job Description	Status
ELEMENTARY TEACHER	NOT APPLIED Apply
MIDDLE SCHOOL TEACHER	NOT APPLIED Apply
ASSISTANT PRINCIPAL	NOT APPLIED Apply

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

General Information				
Last Name QUEUE	First Name SUZY	Middle Initial A		
Street Address Line 1 1 VILLAGE LANE	Street Address Line 2			
City BOSTON	State MASSACHUSETTS	Zip Code 01522		
Social Security # (XXX-XX-XXXX) 999-00-0001	Home Phone # (XXX-XXX-XXXX) 555-123-6657	Prior Last Name		
Other First Name or Nickname	Birth Date (MM/DD/YYYY) Required if <18yrs old	Email address suzy.queue@gmail.com		
Have you ever been discharged or forced to resign for reasons other than layoff?				

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.