

How to Setup a Profile and Apply for a Position with New Hanover County Schools

New Hanover County Schools uses an online employment application system.

North Carolina School Jobs powered by (TeacherMatch), provides an innovative way to streamline the hiring process. Applicants will experience an enhanced, user-friendly system when applying for positions.

PeopleAdmin Support 1-855-980-0511 (7:00am-8:00pmEST)

1. Press 1 for New Case
2. Stay on line for no support number
3. Press 8 for Talent
4. Press 2 for Applicant Tracking
5. Press 3 for IntelliGlance

or email applicants@teachermatch.org

Before you get started, you will need the following:

- **Access to Google Chrome** – it is the recommended internet browser.
 - **A personal email address** – do not use a work email.
 - **References – a minimum of three (3)** - include name, title, contact information. One reference must be a current or most recent supervisor.
 - **Work experience** - include company name and dates of employment.
 - **Resume and Cover Letter** – to upload into application.
 - **Proof of Education** – college transcripts or high school diploma, depending on job requirement.
- ❖ Visit New Hanover County Schools' website, <http://www.nhcs.net/>, access Careers located on the banner on top of the screen. Then click on Login/Create New Application.



Careers

Come Work with the Best at NHCS!

Welcome to New Hanover County Schools online application system known as NC School Jobs powered by UnifedTalent. This online application system uses the latest technology to streamline the hiring process and provides a modern, user-friendly version for both applicants and hiring personnel.

All applicants, including current and former employees and applicants that submitted an application on previous systems must apply on this system to be considered for a position with NHCS. You will upload your resume and cover letter to your application.

If you don't see a job posting for the position you're interested in, please complete a General Posting application for the type of work for which you qualify, whether that be Licensed, Classified, Substitute or Bus Driver. This will allow hiring personnel throughout the entire district to see your application.



Ready to Apply?

[Instructions on how to apply](#)

[Login/Create New Application](#)

[NHCS Job Board](#)

[Disclosure and Authorization Form](#)

[PRE-K Criminal Background Check Fact Sheet](#)

Learn more about:

[Non-Faculty Coach Positions](#)

[Substitute Teacher Positions](#)

[Bus Driver Licensing](#)

[Teacher Assistant/ Bus Driver Positions](#)

Need help with the application system? Please call (855) 980-0511 or visit <http://peopleadminsupport.com/category/north-carolina-teachermatch/>

[Summary of your rights under the Fair Credit Reporting Act.](#)

Next, click on the link to NHCS Job Board.



New Hanover County Schools Job Board

6410 Carolina Beach Road, Wilmington, North Carolina, 28412, Phone #: 910-763-5431

Keywords

Search for jobs by any keyword, branch name, district name, zip code and more.....

School/ Dept

Jobs Category

Subject(s)

Zip Code

State

Zone

Search 0

Already registered with TeacherMatch, please [click here](#) to login
Do not have a TeacherMatch account, [signup here](#)

To apply for a position, first you will need to login to the system or create an account. Clicking on one of these links will take you to the login screen.

Job ID	Title	Zone	Subject	School	Address	End Date	Actions/Apply
286108	Office Support			STUDENT SUPPORT SERVICES DIVISION	6410 CAROLINA BEACH ROAD, WILMINGTON, North Carolina, 28412	Until filled	
284651	Tutor			Pine Valley Elementary	440 John S Masby Dr, Wilmington, North Carolina, 28412	Until filled	
284333	Speech-Language Pathologist			SPECIAL EDUCATION AND RELATED SERVICES	6410 CAROLINA BEACH ROAD, WILMINGTON, North	Until filled	

- **Current Users** - enter your personal email address, password, and click Login.
(Once logged in, Skip to page 12 of this handout if you need help setting up your profile. Skip to page 21 if you need help applying for positions.)
- **First Time Users** - click on the green Sign up button.
- **Please note, Do NOT use a work email address.** Use your personal email.

NC School Jobs
Powered by TeacherMatch

Sign In

[Test your setup](#)

For an optimal experience, please use Chrome, Firefox, or Safari. Some images and items may not display properly using Internet Explorer.

In order to continue with the application process, please login below

Email

Password

☐ Remember me [Forgot Password?](#)

[Login](#)

If you don't have a login, please sign-up here [Sign up](#)

By logging into this site, you agree to TeacherMatch's [Terms of Use](#)

TEACHERMATCH
BECAUSE TEACHERS MATTER MOST

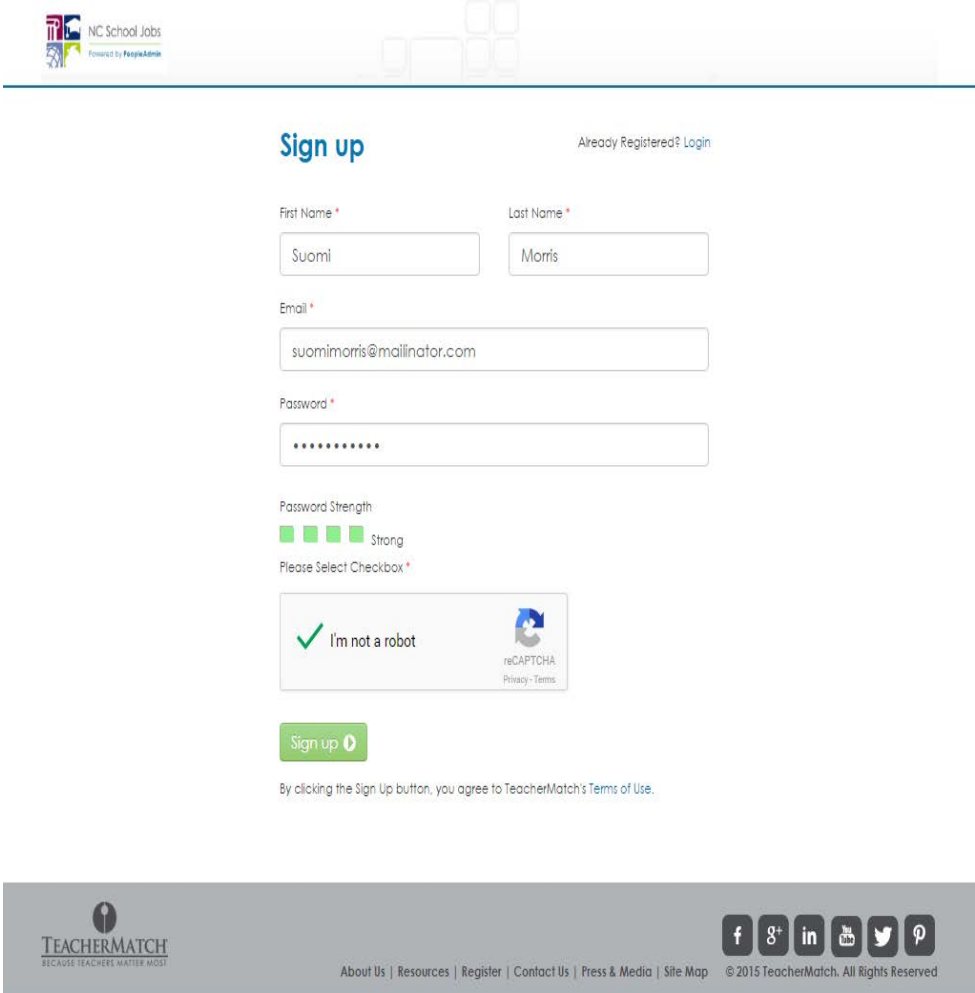
[About Us](#) | [Resources](#) | [Register](#) | [Contact Us](#) | [Press & Media](#) | [Site Map](#) © 2015 TeacherMatch. All Rights Reserved

feedback & support

First Time Users: How to Sign Up

- Enter first and last name.
- Enter personal email address which is required.
- Select a password.
- Click on box next to "I'm not a robot"

PLEASE NOTE: The name you enter here MUST match your legal name as it appears on your Social Security Card.



The screenshot shows the TeacherMatch sign-up page. At the top left is the NC School Jobs logo. The main heading is "Sign up" with a link "Already Registered? Login". The form fields include: "First Name" (Suomi), "Last Name" (Morris), "Email" (suomimorris@mailinator.com), and "Password" (masked with dots). Below the password field is a "Password Strength" indicator showing four green squares and the word "Strong". There is a checkbox labeled "I'm not a robot" with a green checkmark, and a reCAPTCHA logo with links for "Privacy" and "Terms". A green "Sign up" button is at the bottom of the form. Below the button is a disclaimer: "By clicking the Sign Up button, you agree to TeacherMatch's Terms of Use." The footer contains the TeacherMatch logo, social media icons for Facebook, Google+, LinkedIn, YouTube, Twitter, and Pinterest, and a list of links: "About Us", "Resources", "Register", "Contact Us", "Press & Media", and "Site Map". The copyright notice is "© 2015 TeacherMatch. All Rights Reserved."

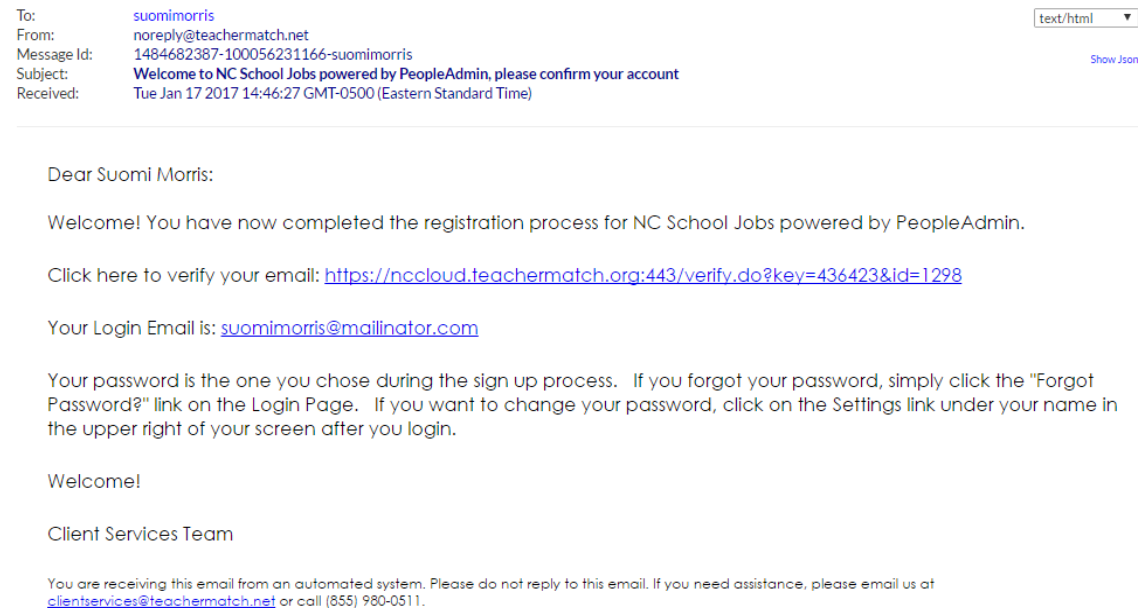
First Time Users: How to Sign Up

- After you click on “Sign Up” you will see the following message:

You have been successfully registered with TeacherMatch.
We have sent you an email with login details and an authentication link.
Please check your email to authenticate.
If you did not receive the authentication email, please check your spam box
or please send an email to us at

- Check inbox for email with login and authentication link. It may take up to 10 minutes before you receive this email.

- Click on link in email to verify your personal email address.



- You will be directed back to the login screen. Simply enter your email address, password, and click on Login.

- Select your preferences.
(Select all that apply)

Geography: Choose all

Type: Choose at least
PUBLIC

Regions: Choose at
least **SOUTH**

- Upload your resume and cover letter.
- Click if you would like to allow your profile to be viewed by other district administrators based on your preferences. *(By not selecting agree, you may limit the ability of your application being seen by potential employers.)*
- Click the **green** Save Preferences button.

Red* means required.



Set Preferences

Please select your preferences for all of the types of places where you are interested and willing to work. Select all that apply.

(Based on the preferences selected by you, TeacherMatch configures the Jobs of Interest section for you on your Dashboard. Don't worry, you can always change them later.)

Geography *

- ☐ Large urban
- ☒ Urban
- ☒ Suburban
- ☒ Rural
- ☒ Remote

Type *

- ☒ Public
- ☐ Private
- ☐ Charter

Regions *

Clicking blue links will expand and contract Regions. Use the checkboxes to select your Region(s) of Preference.

- ☐ All UK Regions
- ☐ Mid West
- ☐ Northeast
- ☒ South
- ☐ US Territories
- ☐ West

Keywords ?

Please enter up to five keywords/phrases

Please enter up to 5 keywords/phrases that describe your job interests, separated by commas.

Resume ?

[Choose File](#) No file chosen

Recent resume on file: None

Profile Sharing *

- ☒ I agree to allow my profile to be viewed by other district administrators based on my set job preferences.
- ☐ I do not want my profile to be viewed by other district administrators.

You have just selected the state of North Carolina. If you have interest in specific areas of the state, rather than statewide, continue to drill down (click blue links) to levels that are more granular. Under North Carolina, you can choose an entire region of the state, specific counties in that region or individual school districts. If you only choose North Carolina, your profile will be available to all districts across the state. However, by choosing options that are more granular you target who can see your resume and profile. This also targets the jobs displayed in the Jobs Of Interest section that is featured on your dashboard.

[Save Preferences](#)

Setting Up A Profile

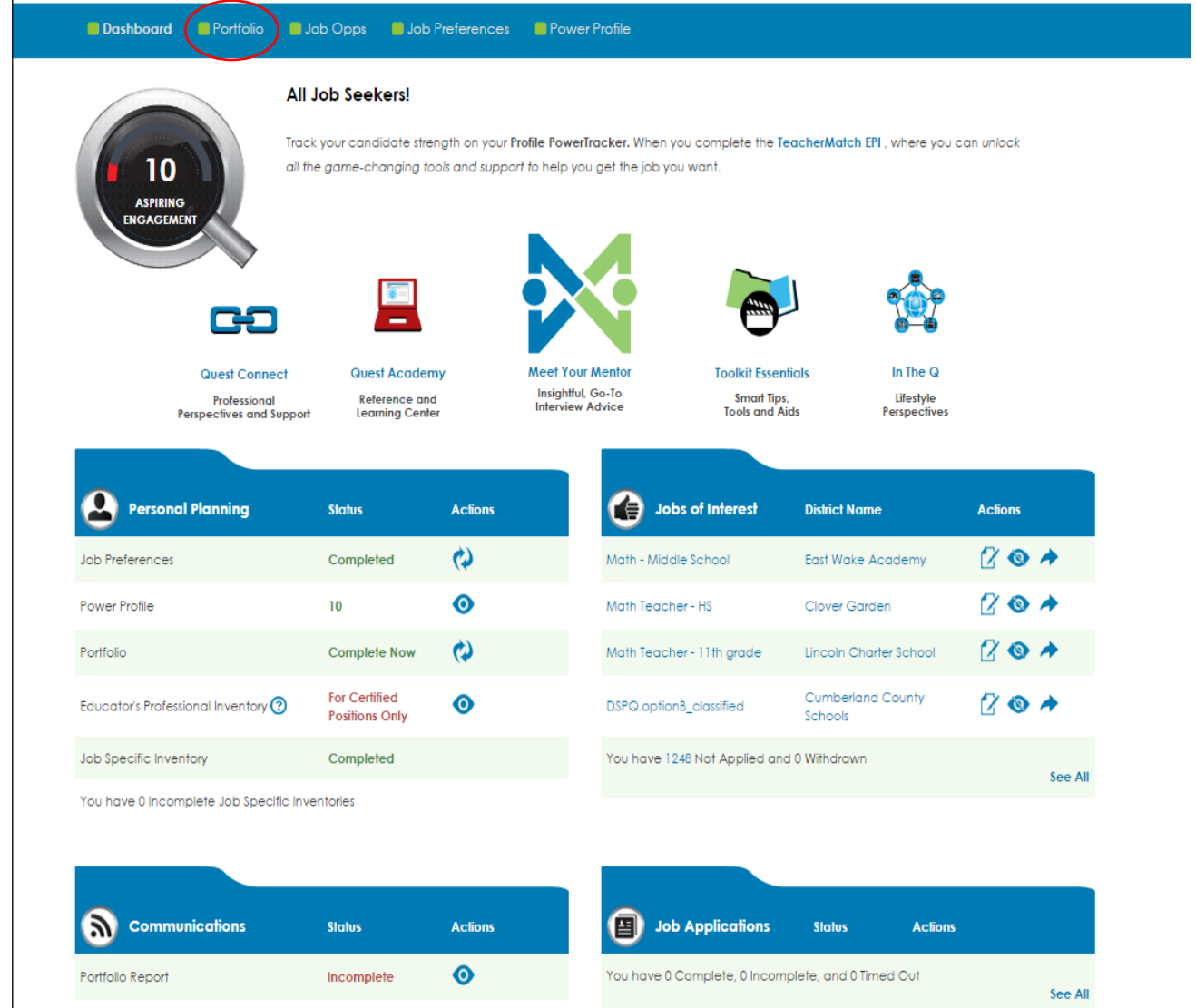
PeopleAdmin Support 1-855-980-0511 (7:00am-8:00pmEST)
or email applicants@teachermatch.org

After clicking on Save Preferences, you will be routed to this screen, your dashboard.

Your dashboard is an overview of your activity with PeopleAdmin.

Now set up your Profile. You only have to set up your profile once for all positions. You can edit the information anytime you need to by following these steps:

- Click on Portfolio to get started.



Dashboard **Portfolio** Job Opps Job Preferences Power Profile

All Job Seekers!

Track your candidate strength on your **Profile PowerTracker**. When you complete the **TeacherMatch EPI**, where you can unlock all the game-changing tools and support to help you get the job you want.

10 ASPIRING ENGAGEMENT

Quest Connect
Professional Perspectives and Support

Quest Academy
Reference and Learning Center

Meet Your Mentor
Insightful, Go-To Interview Advice

Toolkit Essentials
Smart Tips, Tools and Aids

In The Q
Lifestyle Perspectives

Personal Planning	Status	Actions
Job Preferences	Completed	
Power Profile	10	
Portfolio	Complete Now	
Educator's Professional Inventory	For Certified Positions Only	
Job Specific Inventory	Completed	
You have 0 Incomplete Job Specific Inventories		

Jobs of Interest	District Name	Actions
Math - Middle School	East Wake Academy	
Math Teacher - HS	Clover Garden	
Math Teacher - 11th grade	Lincoln Charter School	
DSPQ.optionB_classified	Cumberland County Schools	
You have 1248 Not Applied and 0 Withdrawn		See All

Communications	Status	Actions
Portfolio Report	Incomplete	

Job Applications	Status	Actions
You have 0 Complete, 0 Incomplete, and 0 Timed Out		
See All		

Profile Setup-Personal Screen

The profile setup is organized by sections, seen here across the top screen:

- Personal
- Academics
- Credentials
- Experiences
- Affidavit

- ❖ Complete application requirements, which are indicated by a ***red** asterisk.
- ❖ Be sure to save each section before moving to the next.

PLEASE NOTE

The name you enter here **MUST** match your legal name as it appears on your Social Security Card.

NC School Jobs
Powered by PeopleAdmin

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics Credentials Experiences Affidavit

Personal Information

Salutation [?] First Name* Last Name*

Miss Suomi Morris

Optional Equal Employment Opportunity Compliance (EEOC) Selections [?]

Race Gender

☐ American Indian or Alaskan Native [?] ☐ No Response

☐ Asian [?] ☐ Male

☐ Black or African American [?] ☒ Female

☐ Hispanic or Latino [?] ☐ Declined to Answer

☒ White [?]

☐ Native Hawaiian or Other Pacific Islander [?]

☐ Declined to Answer [?]

Zip Code* State* City*

27205 North Carol ASHEBORO

Country*

United States

Address Line 1*

1234 Any Street

Address Line 2

Phone [?] Mobile [?]

336 - 318 - 6100

Expected Salary \$

Save & Continue

Profile Setup-Academic Screen

- ❖ Add information to each section by clicking the +Add on the right hand side of each section. (Enter at least high school)
- ❖ Enter your information by typing and then selecting best fit from the list, if presented. If you do not see what you are looking for, try "Other."
- ❖ Once you have completed typing, click the **blue** Save Section button. Then click the +Add again to add additional information. Be sure to save each section before moving to the next.
- ❖ When finished on a page, click the **green** Save & Continue button.

NC School Jobs
Powered by PeoplePower

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics Credentials Experiences Affidavit

Academics + Add a School

School/Dept	Dates Attended	Degree	GPA	Field of study	Transcript	Actions
No record found.						

Degree* No Degree School/ Dept* My School is Not Listed Field of Study* My Field is Not Listed

High School Dip Other General Studies

2000 to 2004 Transcript Choose File No file chosen Clear

GPA ? Cumulative

Save Section Cancel

Save & Continue

Profile Setup-Credential Screen

- ❖ Add information to each section by clicking the +Add on the right hand side of each section.
- ❖ Enter your information by typing and then selecting best fit from the list.
 - If you DO NOT hold a NC teacher's license, you will click Add, then under Certification /Licensure Status, select Don't Have Any Certifications.
 - Upload Out-of-State License under "Additional Documents" located at the bottom of the page.
- ❖ Once you have completed typing, click the blue Save Section button. Then click the +Add again to add additional information. Be sure to save each section before moving to the next.

NC School Jobs
Powered by PeopleAdmin

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics **Credentials** Experiences Affidavit

Are you a certified teacher?
☐ Yes ☒ No
 National Board Certification/Licensure?
☐ No ☒ Yes
 If required, would you be willing to serve as a substitute/part-time teacher?
☐ No ☒ Yes
 Teach For America Affiliate?
 No

Certification/Licensure + Add Certification/Licensure

Name	State	Year Received	Status	Source	Actions
No record found.					

Certification/Licensure Status*
 Select Certification/Licensure Stat
 Select Certification/Licensure Status Applied For Current
Don't Have Any Certifications
 Planning to Apply

Certification Type*
 Select

State*
 Select State

Certification/Licensure Name*
 Certification/Licensure Not Listed

Grade Level(s)
☐ PK ☐ KG ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Certification/Licensure Letter
 Choose File No file chosen
 Clear

Save Section Cancel

References +
 Video Links +
 Additional Documents +

Save & Continue

Profile Setup-Credential Screen

- ❖ Continue adding information to each section by clicking the +Add on the right hand side of each section.
- ❖ Once you have completed typing, click the **blue** Save Section button. Then click the +Add again to add additional information. Be sure to save each section before moving to the next.
- ❖ When finished on a page, click the green Save & Continue button.

PLEASE NOTE

You MUST enter at least three (3) references and one (1) MUST be a current supervisor or your most recent supervisor.

NC School Jobs
Powered by PowerSchool

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics **Credentials** Experiences Affidavit

Are you a certified teacher?
☐ Yes ☒ No
 National Board Certification/Licensure?
☐ No ☐ Yes
 If required, would you be willing to serve as a substitute/part-time teacher?
☐ No ☐ Yes
 Teach For America Affiliate?
 No

Certification/Licensure **References**

+ Add Reference

Ref Name	Title	Organization/Emp.	Email	Rec. Letter	Contact No.	Can Contact	Actions
Mrs. Sharon Armstrong	Secretary	Stall High School	sharonarmstrong@charl...		0123456789	Y	Edit Deactivate
Mr. Joe Bessinger	Coach	Stall High School	joebessinger@charlesto...		0123456789	Y	Edit Deactivate
Mr. Kim Wilson	Principal	Stall High School	kimwilson@charleston.k1...		0123456789	Y	Edit Deactivate

Salutation: First Name: Last Name:
 Title: Organization:
 Contact Number: Email:
 Recommendation Letter: No file chosen
 Can this person be directly contacted by the hiring authority?
☒ Yes ☐ No

Video Links **Additional Documents**

Profile Setup-Experience Screen

Suomi Morris ▾



Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics Credentials Experiences Affidavit

Experiences

After you upload your resume, it is critical to populate all applicable Employment, Involvement and Honors information below.

Resume

Your resume should clearly convey work history, achievements, and leadership experiences (if applicable). Acceptable resume formats include PDF, MS-Word, GIF, PNG, and JPEG files. Maximum file size 10MB. When you are attaching your resume, it is recommended that you use a PDF format. If you are unsure how to do this, please google "How to save as PDF". It is usually as simple as "Save As", and using the drop down for format, "PDF" will be an option.

Resume*

Choose File No file chosen

Recent resume on file: None

Employment History

+ Add Employment

Role ▾	Organization/Emp. Type ▾	Duration ▴	Type of Role ▾	Actions
No record found.				

Involvement/Volunteer Work

Honors

Save & Continue 0

- ❖ If applicable to the position for which you are applying – you will need to upload your resume here.
- ❖ Add information to other sections by clicking the +Add on the right hand side of each section.
- ❖ Enter your information by typing and then selecting best fit from the list, if presented. If you do not see what you are looking for, try "Other."
- ❖ Once you have completed typing, click the **blue** Save Section button. Then click the +Add again to add additional information. Be sure to save each section before moving to the next.
- ❖ When finished on a page, click the **green** Save & Continue button.

PLEASE NOTE

When entering employment history, start with your most current position and enter in chronological order.

Profile Setup-Affidavit Screen

NC School Jobs
Powered by PeopleAdmin

Suami Morris ▼

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics Credentials Experiences Affidavit

**TeacherMatch.com Candidate Portal
TERMS AND CONDITIONS OF USE**

PLEASE READ THESE TERMS AND CONDITIONS OF USE CAREFULLY BEFORE USING the TeacherMatch.com Candidate Portal [this "Portal"]. You have been asked to access the Portal by a potential employer in connection with the potential employer's decision of whether to hire you. Your use of this Portal is expressly conditioned on your acceptance of the terms and conditions that follow. By using this Portal, you signify your agreement to these terms and conditions. If you do not agree with any part of these terms and conditions, do not use this Portal. This Portal is not directed to and is not open for use by anyone younger than the legal age to work in the state or province in which employment is sought. Further, any person who provides personal information through this Portal represents to either (a) being eighteen (18) years of age or older, or (b) if under eighteen (18) years of age, having informed your legal guardian of the content of this Affidavit and having obtained his or her consent to these terms and conditions..

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1. OWNERSHIP.. This Portal, and each of its components, is the copyrighted property of TEACHERMATCH, LLC, a Delaware limited liability company ("TEACHERMATCH"). None of the content or data found on this Portal may be reproduced, republished, distributed, sold, transferred, or modified without the express written permission of TEACHERMATCH. In addition, the trademarks, logos and service marks displayed on this Portal (collectively, the "Trademarks") are the registered and common law trademarks of TEACHERMATCH and various third parties. Nothing contained on this Portal should be construed as granting, by implication, estoppel, or otherwise, any license or right to use any of the Trademarks without the written permission of TEACHERMATCH or such other party that may own the Trademark.

2. AGE AND RESPONSIBILITY.. You represent that you are at least the legal age to work in the state or province in which you seek employment. You acknowledge that: (a) in using this Portal you may create binding legal obligations for any liability you may incur as a result of the use of this Portal; and (b) you understand that you are

☒ I confirm that I have read the affidavit of integrity and agree to abide by its terms.

Complete

- ❖ Read Terms and Conditions of Use.
- ❖ Click the confirm button.
- ❖ Then click the green Complete button. You will now be directed back to your dashboard.

Congratulations!

Your profile is complete.

Click on Job Opps to get started on your job search.

From your dashboard, you will also be able to see at a glance the jobs you have completed an application for, as well as any incomplete applications.

The screenshot shows the NC School Jobs dashboard for a user named Suomi Morris. The top navigation bar includes links for Dashboard, Portfolio, Job Opps (highlighted with a red circle), Job Preferences, and Power Profile. Below the navigation bar, there is a section titled "All Job Seekers!" with a circular gauge showing "54 ADVANCED ENGAGEMENT". To the right of the gauge, there is a text box that reads: "Track your candidate strength on your Profile PowerTracker. When you complete the TeacherMatch EPI, where you can unlock all the game-changing tools and support to help you get the job you want."

Below the gauge and text box, there are five icons representing different tools: Quest Connect, Quest Academy, Meet Your Mentor, Toolkit Essentials, and In The Q. Below these icons, there are four tables showing the user's progress in various areas:

Personal Planning	Status	Actions
Job Preferences	Completed	
Power Profile	54	
Portfolio	Completed	
Educator's Professional Inventory	Not Required	
Job Specific Inventory	Completed	

Below the tables, there is a section titled "Communications" with a table showing the user's progress in various areas:

Communications	Status	Actions
Portfolio Report	Completed	

Below the Communications table, there is a section titled "Job Applications" with a table showing the user's progress in various areas:


Job Applications	Status	Actions
Generic Substitute	Incomplete	
Transportation Mechanic	Completed	


Below the Job Applications table, there is a summary: "You have 1 Complete, 1 Incomplete, and 0 Timed Out".

Applying for a Position

PeopleAdmin Support 1-855-980-0511 (7:00am-8:00pmEST)
or email applicants@teachermatch.org

STEP 1

- ❖ Type in **New Hanover County Schools** under District and click the **green Search** button to narrow your search.
- ❖ Review the list of available positions and identify the position(s) to which you would like to apply.
- ❖ Click the Apply icon  to begin the application process.

 **New Hanover County Schools Job Board**

6410 Carolina Beach Road, Wilmington, North Carolina, 28412, Phone #: 910-763-6431




Keywords:

School/ Dept: Jobs Category: Subject(s):

Zip Code: State:

Zone:

Already registered with TeacherMatch, please [click here](#) to login
Do not have a TeacherMatch account, [signup here](#)


Job ID	Title	Zone	Subject	School	Address	End Date	Actions/Apply
286108	Office Support			STUDENT SUPPORT SERVICES DIVISION	6410 CAROLINA BEACH ROAD, WILMINGTON, North Carolina, 28412	Unfilled	
284651	Tutor			Pine Valley Elementary	440 John S Mosby Dr, Wilmington, North Carolina, 28412	Unfilled	
284333	Speech-Language Pathologist			SPECIAL EDUCATION AND RELATED SERVICES	6410 CAROLINA BEACH ROAD, WILMINGTON, North Carolina, 28412	Unfilled	

STEP 2

The next screen you will see will be the job posting. Click on one of the green Apply buttons to enter the application.

Apply for Job

New Hanover County Schools
6410 Carolina Beach Road, Wilmington, North Carolina, 28412



New Hanover County Schools is the 12th largest school system in North Carolina and estimated to be the 311th largest in the United States. The district has approximately 26,000 students enrolled in grades Pre-K through 12.

Job Title
Office Support

District Name
New Hanover County Schools

Posted on
Feb 23, 2017, CST

Expiration Date
Until Filled

Job Description
SUPPORT ASSOC V- FACILITY USE/COMMUNITY RELATIONS

Job posting 286108
Job posted as of Feb 23, 2017, CST Until Filled

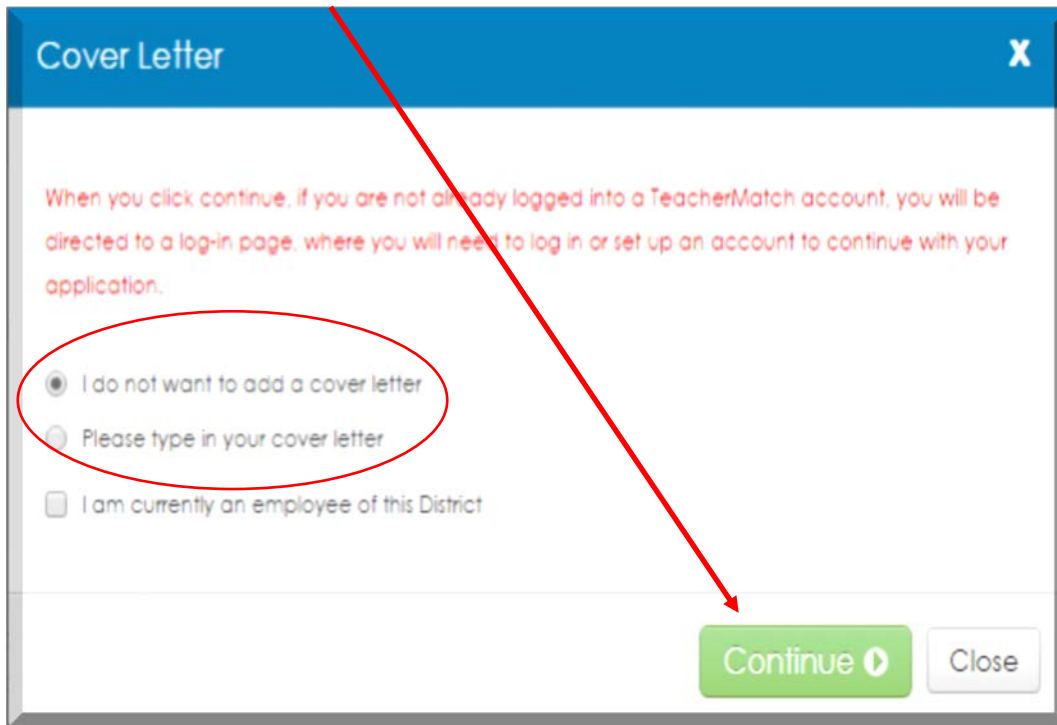
Site/Department Name
STUDENT SUPPORT SERVICES DIVISION
6410 CAROLINA BEACH ROAD, WILMINGTON, North Carolina, 28412

Apply **Cancel**

Apply **Cancel**

STEP 3

- ❖ Once you click on apply, you will see the following screen.
- ❖ Submit your cover letter. You may type or copy and paste.
- ❖ Then click **green** Continue.



The screenshot shows a 'Cover Letter' dialog box with a blue header bar containing the title 'Cover Letter' and a close button 'X'. The main content area has a light gray background and contains the following text in red: 'When you click continue, if you are not already logged into a TeacherMatch account, you will be directed to a log-in page, where you will need to log in or set up an account to continue with your application.' Below this text are three radio button options: 'I do not want to add a cover letter' (which is selected and circled in red), 'Please type in your cover letter', and 'I am currently an employee of this District' (which is preceded by a checkbox). At the bottom right of the dialog are two buttons: a green 'Continue' button with a right-pointing arrow and a gray 'Close' button. A red arrow points from the top of the dialog to the 'Continue' button.

STEP 4

This is **required** information for all New Hanover County Schools applicants.

- ❖ You MUST submit your social security number.

(If you are licensed in NC, it will potentially auto-populate licensure information, education, and other key information)

- ❖ Confirm and complete information with a * red asterisk.
- ❖ Then click green Save & Continue button.

PLEASE NOTE

The name you enter here MUST match your legal names as it appears on your Social Security Card.

Required Application Items for Randolph County School System

All applicants are required to provide the following information. If you have already provided this information previously and there is no change and/or updates, please feel free to continue by clicking on "Save and Continue" button below. However if this information has changed, then please update the relevant details below and then click on "Save and Continue".

Personal Information*

Salutation [?] Mrs. First Name* Suomi Middle Name Last Name* Morris

Last 4 of SSN [?] 6789 [Submit SSN](#)

A Social Security number is optional but requested for the following reasons: verification of employment eligibility, integration with existing systems (i.e., Licensure, Payroll), distinguishing between individuals with the same name, and conducting investigations of personal and employment history, and other tasks required to complete the staffing process.

NOTE: When applying for a new job, if your application already has the SSN present, you must click Submit SSN to load your NC Licensure data on the new application.

Address*

Address Line 1* 123 Any Street

Address Line 2

Country* United States

Zip Code* 27205 State* North Carolina City* ASHEBORO

Phone Number*

Phone* [?] 336 - 555 - 1234

Expected Salary \$

30000

[Save & Continue](#) [Close](#)

STEP 5

Mandatory Declarations

The District requires all the applicants to answer the following questions. If you have already answered them previously and there is no change and/or updates to the previous response, please feel free to continue to the Next screen. However, if the information has changed from the last time you responded to these questions, then please update it accordingly.

Question 1 of 11

Note: Please select N/A if you are a male younger than 18 or older than 25, or a female.
If you are a male who is 18 through 25 years of age, are you registered with Selective Service (Draft)?

☐ Yes

☐ No

☐ N/A

If No, explain.

Question 2 of 11

Are you a US Citizen or an alien with work authorization?

☐ Yes

☐ No

Question 3 of 11

Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

☐ Yes

☐ No

Question 4 of 11

Does your name appear on any Sex Offender Database in any state or country?

☐ Yes

☐ No

Question 5 of 11

Have you ever had any indicated finding of child abuse filed in your name?

☐ Yes

☐ No

If yes, explain, and provide dates.

Question 6 of 11

Do any of your relatives work in the NC Public Schools System?

☐ Yes

☐ No

Please Explain.

Question 7 of 11

NC State law provides applicants the right not to disclose any arrest, charge or conviction that has been expunged.


Continue

Close

- ❖ Answer all of the Mandatory Declaration questions. If you select yes, an explanation is required.
- ❖ Then click the green Continue button.


STEP 6

- ❖ Review the Certification & Release of Liability Affidavit.
- ❖ Click on the box to confirm.
- ❖ Click the **green** Continue button.



NC School Jobs
Powered by PeopleAdmin

DashboardPortfolioJob OppsJob PreferencesPower Profile

Affidavit

Applicant's Certification & Release of Liability

I, the applicant/employee, by submission of this online application certify that I hereby expressly authorize the Board of Education, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement, or traffic records, which may include confirmation by fingerprint identification. I further authorize any former employer, person, firm, corporation, credit agency, administration body, or governmental agency to give the Board of Education, or its agents, or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Education, its members, officers, agents, or its employees, I hereby release the Board of Education to which this application is submitted and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. If employed, I further authorize this Board of Education or its agents to provide information about my employment in this school system to future employers or prospective employers. I authorize persons to whom an exact copy of this release is presented to rely on the copy as if it were a signed original. I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I also understand that the application, references, and other employment-related information become property of the local school system and are classified as confidential information. I understand that the employment application has been developed, reviewed and approved by the human resource staff for the individual school districts. Both the website and the application are a resource to assist applicants in applying for employment with local boards of education across North Carolina. Neither the NC State Board of Education nor the NC

☒ I confirm that I have read the affidavit of integrity and agree to abide by its terms.

ContinueCancel

Congratulations!

You have applied for a position with New Hanover County Schools.

After applying for a position, you will be directed back to this screen.

From here you can apply for additional positions simply by repeating the previous six (6) steps.

NC School Jobs
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Suami Morris ▼

Dashboard Portfolio Job Opps Job Preferences Power Profile

Teacher - Jobs of Interest

District: Randolph County School System

School/Department Name:

Subject: No record found.

City: All

State: All

Zone:

Status: All

Search

Change my job search preferences

Job Title	Expiration Date	District Name	Zone	School/ Dept	Address	Job Status	Actions
Transportation Mechanic	Until filled	Randolph County School System		Transportation	2234-A Enterprise Street, Asheboro, North Carolina, 27205	Completed	Link Email Share
Elementary Education (Grades K - 6)	Until filled	Randolph County School System		Franklinville Elementary	162 Pine St, Franklinville, North Carolina, 27248	Available	Link Email Share
Exo Children-Adapted Curriculum	Until filled	Randolph County School System		Trinity Elementary	5457 Braxton Craven Rd, Trinity, North Carolina, 27370	Available	Link Email Share

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1

Records Per Page 50

Don't see the job you are looking for? [Click here](#) to view more jobs in your region.

Thank you for applying with New Hanover County Schools!

If you still have questions on how to set up a profile
or apply for a position, call PeopleAdmin Support,
1-855-980-0511 (7:00am-8:00pm EST)

1. Press 1 for New Case
2. Stay on line for no support number
3. Press 8 for Talent
4. Press 2 for Applicant Tracking
5. Press 3 for IntelliGlance

or email applicants@teachermatch.org