

# Nooksack Valley School District FastTrack Application Instructions

**Step 1:** View the Position Listing to view all open positions and apply, click on “Search.” If you have already applied for a position and want access to your profile, enter in your username and password then click on “Log In”. If you forgot your username or password, click on “Forgot your username/password?” to have an email sent to you with your information.

The screenshot shows two side-by-side panels. The left panel, titled "Search Current Job Openings", features a magnifying glass icon over a document and a link that says "Click to view current job openings". The right panel, titled "Existing Applicants Please Log In", shows a person icon with a clipboard and a login form with fields for "Username:" and "Password:", a "Log In" button, and a link for "Forgot your username/password?".

Check the checkbox of the position you want to review and click on “View Details of Highlighted Position.” At this step, you also have the option to apply for the position without reviewing it.

The screenshot displays a table titled "All Posted Positions Via Employee Access". The table has columns for "Apply", "Category", "Position Description", "Assignment Description", "Location", and "Job Type". One row is highlighted in green, showing "CLASSIFIED" under Category, "ADMIN ASSTS" under Assignment Description, and "LUCILLE UMBARGE" under Location. To the right of the table are several buttons: "Update Job Filters", "View Details of Highlighted Position", "Apply for Selected Position(s)", and "Log In".

**Step 2:** Apply for the job or review the position listing. The position listing will give you a preview of the questions included in the online application. When you're ready to begin the online application, scroll to the top of the page and click on the “Apply for Position” button.

**Step 3:** Create a Profile (first time only). You will need an e-mail address and password to access the online application. After you click on Apply for Position, you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with the Sedro-Woolley School District, check the box that says “I Would Like to Create a New Profile,” enter your information, then click on “Create Profile.”

**\*\*Please make a note of your username and password as you will need it to access your applicant profile in the future.**

The screenshot shows two stacked forms. The top form, "Existing Users Please Log In", has fields for "Username:" and "Password:", a "Log In" button, and a link for "Forgot your username/password?". The bottom form, "New Users Please Create a Profile", starts with a checkbox "I Would Like To Create a New Profile". Below it are fields for "Your Email Address:", "\* Your First Name:", "\* Your Last Name:", "\* Your Username:", "\* Your Password:", "\* Re-Enter Password:", "\* Your SSN:", and "\* Re-Enter SSN:". At the bottom of this form is a "Create Profile" button and a "Back" button. A small text "Why do we collect this information?" is visible below the SSN fields.

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**Step 4:** Begin your Online Application. Be sure to complete all sections of the application. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed.' When no sections are marked 'Incomplete,' you may submit your application to Human Resources at the right. Once your application has been submitted, you may log back into your profile and make updates to the application until the closing deadline. **\*\*Your application is automatically saved as you enter data. If you cannot complete your application all at once, just click on the "Return to Profile" button to see that your information for that application was saved and then click on "Log Out."** When you want to return and finish, just log back into the system with your username and password.

The screenshot shows the 'Application Dashboard' for a job listing. The job details are as follows:

Listing ID: 141201001	Location: HIGH SCHOOL	Type: Part Time
Position: Classified	Dept:	Deadline: Until Filled
Assignment: Class - Para-Educator	Group:	Appl. Status: Online application submitted

Below the job details is a table showing the completion status of various sections:

Section	Status	Action
Contact Information	Completed	Edit
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Employment History	Incomplete	Add
General Questions	Incomplete	Add
Background Check	Incomplete	Add
References	Completed	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add

At the bottom of the dashboard, there is a disclaimer: "The Lynden School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer, Tim Metz, 516 Main St., Lynden, WA 98264, telephone (360) 354-2952, Section 504 Coordinator, Tim Metz, 1203 Bradley Road, Lynden, WA 98264, telephone (360) 354-4443, and/or Compliance Coordinator for State Civil Rights Laws, Jim Frey, 1203 Bradley Road, Lynden, WA 98264, telephone (360) 354-4443."

For more information on how to apply for positions, please review the Frequently Asked Questions (FAQs) on our website ([www.nooksackschools.org](http://www.nooksackschools.org)). If your questions are still not answered, please feel free to contact us at 360-988-4754.

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