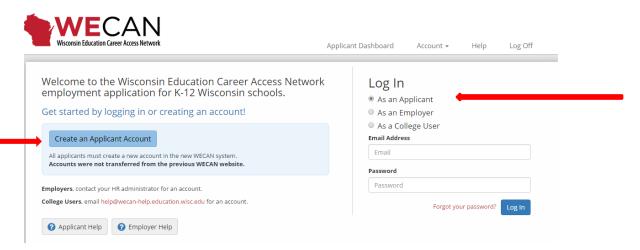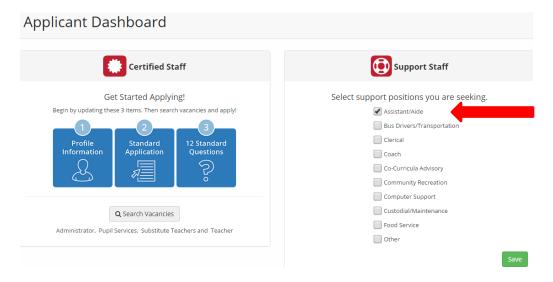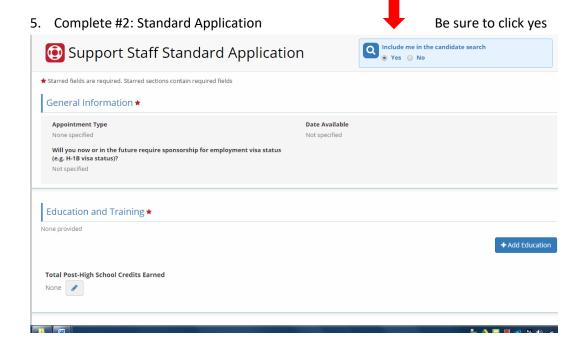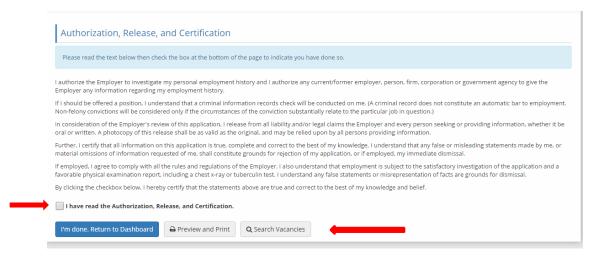1. Click on "*Create An Applicant Account*"

2. Complete all of the required fields. And follow all prompts.
3. Once you have a confirmed account, log back in (as an applicant) and select the top box: Assistant/Aide. Then click SAVE

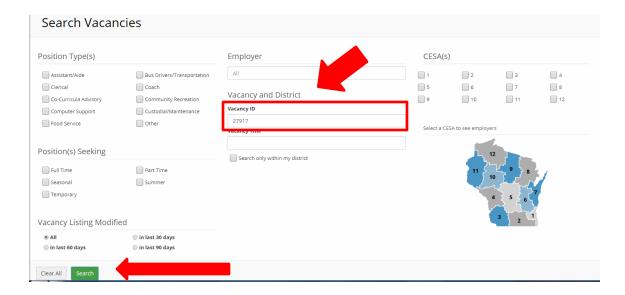4. Be sure to complete #1: Profile Information

5. Complete #2: Standard Application   Be sure to click yes

Support Staff Standard Application

Include me in the candidate search
● Yes ○ No

★ Starred fields are required. Starred sections contain required fields

General Information ★

Appointment Type	**Date Available**
None specified	Not specified

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)?
Not specified

Education and Training ★

None provided

+ Add Education

Total Post-High School Credits Earned
None ✎

6. Once done, click read Authorization. Next, click "Search Vacancies".

Authorization, Release, and Certification

Please read the text below then check the box at the bottom of the page to indicate you have done so.

I authorize the Employer to investigate my personal employment history and I authorize any current/former employer, person, firm, corporation or government agency to give the Employer any information regarding my employment history.

If I should be offered a position, I understand that a criminal information records check will be conducted on me. (A criminal record does not constitute an automatic bar to employment. Non-felony convictions will be considered only if the circumstances of the conviction substantially relate to the particular job in question.)

In consideration of the Employer's review of this application, I release from all liability and/or legal claims the Employer and every person seeking or providing information, whether it be oral or written. A photocopy of this release shall be as valid as the original, and may be relied upon by all persons providing information.

Further, I certify that all information on this application is true, complete and correct to the best of my knowledge. I understand that any false or misleading statements made by me, or material omissions of information requested of me, shall constitute grounds for rejection of my application, or if employed, my immediate dismissal.

If employed, I agree to comply with all the rules and regulations of the Employer. I also understand that employment is subject to the satisfactory investigation of the application and a favorable physical examination report, including a chest x-ray or tuberculin test. I understand any false statements or misrepresentation of facts are grounds for dismissal.

By clicking the checkbox below, I hereby certify that the statements above are true and correct to the best of my knowledge and belief.

☐ **I have read the Authorization, Release, and Certification.**

I'm done. Return to Dashboard   🖨 **Preview and Print**   🔍 **Search Vacancies**

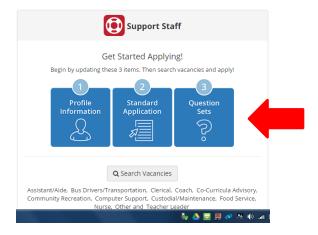7. Fill in the following information:
    Vacancy ID: **Use the number that is on the Stoughton Area School District Summer EXCEL web site (if applicable).**

8. Click on Search

9. The position you are looking for will pop up. There should be a green box at the top, just under the title, that says APPLY. Click on the apply button. Your application will be submitted.

Summer: Teacher Assistant (Excel) - Vacancy ID: 27917

Apply

Vacancy Details
Position Type: Assistant/Aide   **Close Date (11:59 p.m. Central):** 04/01/2018   **Openings:** 1   **URL:** http://www.stoughton.k12.wi.us/

Contact
Name: Sue Moe   **Title:** Summer Excel Administrative Assistant   **Email:** sue.moe@stoughton.k12.wi.us   **Phone:** 608-877-5036
Website: http://www.stoughton.k12.wi.us/

Position Details
Start Date: 06/18/2018   **Salary/Wage:** $7.25 pr hour   **Terms/Schedule:** Summer School (18 days)   **Appointment Type:** Summer

Description
The teacher assistant will work with multiple teachers helping students in their class. Applicants must be at least 14 years of age to apply.

Summer Excel Teacher Assistant
Working with students in grades 4K-8

Session I: June 18 - June 28 (9 days)
Session II: July 2 - July 13 (9 days)
(no classes June 29 & July 4)

Hours:
4K/5K: 8:00 a.m. - 11:00 a.m.
K - 8: 7:45 a.m. - 11:15 a.m.
18 student contact days

10. If the system requires you to complete the Question Sets #3, please respond with brief, honest answers. If the system does not require you to complete them, do not.

11. There is also a step-by-step guide under the help section on the account page.