

HILLSBORO I.S.D.

www.hillsboroisd.org

On-Line Professional Application Instructions and Frequently Asked Questions

Instructions

1. It is anticipated that the application process will take approximately 30 minutes to complete.
2. You will choose your User ID and password. You will be able to return to your application to make changes, corrections or additions.
3. Your application will remain active for a period of 6 months. To re-activate your application, you will need to update your application using your User ID and password before the 6 months have lapsed. Once you update your application, it will be again active for a period of another 6 months.
4. You will be asked for the following specific information to complete the application. Have available for reference:
 - Certification Type, Level, Description; month and year of issue and month and year of expiration, if applicable.
 - Colleges / Universities attended, graduation date, degree earned and major subject.
 - To/From dates of teaching, student teaching and non-teaching experience, name of organization, name of supervisor and contact phone number.
 - Three (3) professional references including name, title, organization, work phone, home phone, and email address.
 - Honors, distinctions, and training you have completed.
6. Certain fields have been identified with a symbol (◀). These fields are required and you will not be allowed to submit your application unless these fields are completed.
7. When entering phone numbers, only input the numbers. Do not try to enter dashes, hyphens or parentheses.
8. When entering dates, follow the format indicated, i.e., (MM/YYYY) equals 05/2010.
9. If you are in the process of obtaining certification, choose PENDING under Certification/Licensure Type, make the appropriate selections under State, Level, & Field Code/Description, enter expected certification date under Date Issued, leave the Expire Date field blank.
10. If you hold a Lifetime Certification, leave the Expire Date field blank; **do not** enter Lifetime.
11. Other documents that must be furnished HISD are:
 - **Transcripts:** You must provide transcripts of all college and university work. Transcripts may be photocopied for the application process, but official transcripts will be required upon employment.
 - **Certificates:** Include a copy of your teaching certificate. First year teachers may substitute a statement of recommendation for certification from the university certification office along with a copy of TExAS or ExCET scores. You **MUST** be certified in the area for which you are applying. If such certificate has not been issued and is still pending, then please send a copy of the College Recommendation Letter stating you have been recommended for certification in the area for which you are applying. An applicant not familiar with Texas law regarding teacher qualifications or

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with questions regarding eligibility for a certificate should contact the State Board for Educator Certification, Austin, Texas, for a transcript evaluation for certification requirements.

- **Resume:** You may include a resume with the documents you are sending, but a resume will not be accepted in lieu of application.

These documents can be mailed, faxed, e-mailed or uploaded during the on-line application process. Directions for uploading supporting documents can be found within the on-line application.

12. When you have completed a page, use the **CONTINUE** button (at the bottom of the page) to move to the next page. The navigation bar on the left side of the screen allows you to move from page to page without submitting the information. This function may be used to preview the application before beginning your input or for reviewing your application before submitting the final page. Using the navigation bar on the left side of the screen does **NOT** save data entered on your application. You **must** click on the **CONTINUE** button at the bottom of each page to properly save all data entered.
13. It is recommended that you print a copy of your application after you submit the final page. Once you have submitted your application you will receive a confirmation message that your application has been successfully transmitted to Hillsboro ISD. This is your indication that your credentials are available to HISD principals and other hiring officials.
14. HISD follows Site-based Management practices. Principals and other hiring officials are responsible for the hiring for positions within their area of authority. The on-line application database of applicant information is available to all hiring officials, however, principals may also utilize Job Fair contacts, letters of interest, employee referrals, etc., as recruiting tools.

I'm ready to access the on-line application. (Click on "Human Resources" on the Hillsboro ISD homepage; click on "Application Tools, then Online Application".)

FAQS

Is my information confidential?

Because HISD is a public entity, your application is considered a public document and is subject to disclosure, upon request, whether you apply on a paper document or through the on-line process.

For which positions do I use the on-line application process?

Use the on-line application process if you are applying for an administrator position, or a teacher, teacher/coach, librarian, counselor, social worker, LSSP, diagnostician, speech language pathologist, registered nurse, occupational therapist, or physical therapist.

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Should I forward my resume, transcripts and certification/licensure records to HISD in addition to using the on-line application process?

Yes. The items listed under #11 should be forwarded to Human Resources in order to make your application complete. These documents may be sent via e-mail (brooks@hillsboroisd.org or robinson@hillsboroisd.org), fax (254-582-4165), or mailed to 121 E. Franklin St. Hillsboro, Texas 76645. Also, these documents may be uploaded during the on-line application process. File types accepted are text (.txt), rich text (.rtf), PDF (.pdf) or HTML (.htm files only).

What if my Certification Description is not listed in your table?

Choose the NOT LISTED entry in the table and type in the description as it reads on your certificate in the corresponding row provided below the Areas of Certification/Licensure portion of the application.

What if my College/University is not listed in your table?

Choose the NOT LISTED entry in the table and type your college/university name in the corresponding row provided below the Colleges/Universities portion of the application.

Am I required to provide information regarding Teaching Experience if I have not held a teaching position?

If you are new to the teaching field, you do not need to complete the information requested under Teaching Experience. Be sure to complete the Student Teaching Experience area or the Non-Teaching Experience area, as appropriate.

Am I required to provide information regarding Student Teaching Experience if I am an experienced teacher?

If you have 5 or more years of teaching experience, you do not need to complete the information requested under Student Teaching Experience.

Am I required to provide information regarding Non-Teaching Experience?

If your work experience is relevant to the position for which you are applying, i.e., surgical nursing experience in a hospital if you are applying for a nursing position, you should include this information.

I'm ready to access the on-line application. (Click on "Human Resources" on the Hillsboro ISD homepage; click on "Application Tools, then Online Application".)

We appreciate your interest in employment with Hillsboro ISD.

The Hillsboro Independent School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, or any other basis prohibited by law.

The HISD Title IX Coordinator is Sheila Bowman, 121 E. Franklin Street, Hillsboro, Texas 76645.