



## Online Employee Transfer Application

This step-by-step document provides instruction on how to create your Employee Transfer Account, View Internal Job Postings, Complete your Employee Profile, and Apply for Transfer.

Transfer positions are posted separately from open positions, and are only available to eligible bargaining groups. The log-in credentials for a Transfer Application are different from the regular application access credentials. If you have issues accessing, or do not know your Transfer Application credentials, you can contact the Human Resources at this Ext 6131.

**Create Employee Transfer Account:** If you are creating your Transfer Application for the first time, please follow the instructions below.

**Step 1-** Click on the “Employee Transfer” link ([Transfer Log In Link](#)).

To create an Employee transfer account, you will need your 5 digit Employee Number and a valid email address. Only verified Employee transfer accounts will have access to internal transfer postings.

**Step 2-** If you were hired prior to November 2016: you will need to activate your account by clicking "[Having trouble logging in?](#)". A temporary password will be sent to your District email.

If you were hired after November 2016: you will need to create a username and password by clicking "[Create Account](#)" and completing the required transfer account setup information.

Northshore School District

Transfer Application

Applicant User Name

Password

[Login](#)

- or -

[Create Account](#)

[Having trouble logging in?](#)

**Step 3-** Scroll to bottom of the page and complete the transfer form. All fields are required.



## Online Employee Transfer Application

**Step 4-** Once you have entered the required fields, click “*Save and Next*”.

* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
* Employee Number	<input type="text"/>
* Permanent Email Address <a href="#">(Help)</a>	<input type="text"/>
* Confirm Email Address	<input type="text"/>
* Applicant Type	<input type="checkbox"/> Administrator - Certificated <input type="checkbox"/> Administrator - Classified <input type="checkbox"/> Certificated <input type="checkbox"/> Classified
* Username <small>(Username must be different than password and must be between 6 and 16 characters long.) <a href="#">(Help)</a></small>	<input type="text"/>
* Password <small><a href="#">(Help)</a></small>	<input type="password"/>
* Confirm Password <small>Passwords are case sensitive</small>	<input type="password"/>
Password Strength <div style="width: 100px; height: 10px; background-color: #ccc;"></div>	
You must click the "Save and Next" button in order for your changes to be saved.	
<div style="display: flex; justify-content: space-between;"> <span>Cancel</span> <span>Undo</span> <span>Save and Next</span> </div>	

### REQUIRED FIELDS:

First Name, Middle Initial, Last Name	Enter your name as it appears in NSD communications
Employee Number	Enter your 5 digit employee number. This is used to validate your current position.
Permanent Email Address	Enter a valid email address
Applicant Type	Check the box next to the type of position you currently hold: <b>Certificated Teacher</b> = Any NSEA member. <b>Classified</b> = Paraeducator, School Nurse, School Assistant.
Username	Enter a unique username. DO NOT use the same one you used to apply for jobs in the past (or your administrative account)
Password	Enter a password of at least 8 characters

if you have correctly entered your information, you will see the screen below.

**Step 5-** Click the “*Login*” button to finish creating your account to continue to view postings or apply for transfer.



# Online Employee Transfer Application

## Success

You have successfully created a user account. This account allows you to enter the application system at any time to submit or update your application information.

By clicking the Login button below, you will be taken into the application system. From there you will be able to complete the application.

**NOTE: If you are unable to complete the application, you will need to remember the username and password that you just created.** Your user account will enable you to log back into your application to finish any incomplete sections or to update any of the information that may have changed.

Login

Once you have logged into the Employee Transfer portal, you will be on the Welcome page.

The screenshot shows the "Application Help" page of the Northshore School District's online application system. At the top left is the Northshore School District logo with the tagline "Strengthening Our Community Through Excellence in Education". A blue navigation bar contains the links "My Application", "Help", "Jobs", and "Account Information". The main heading is "Application Help". Below this is a bolded welcome message: "Welcome to the Online Application System for Northshore School District". The text explains that the page guides users through the application process and provides instructions on how to return to this page. It also includes a note about reasonable accommodations and a reminder to log out. At the bottom, there are two columns: "Application Help" and "Required Records", each with a bulleted list of instructions.

**Application Help**

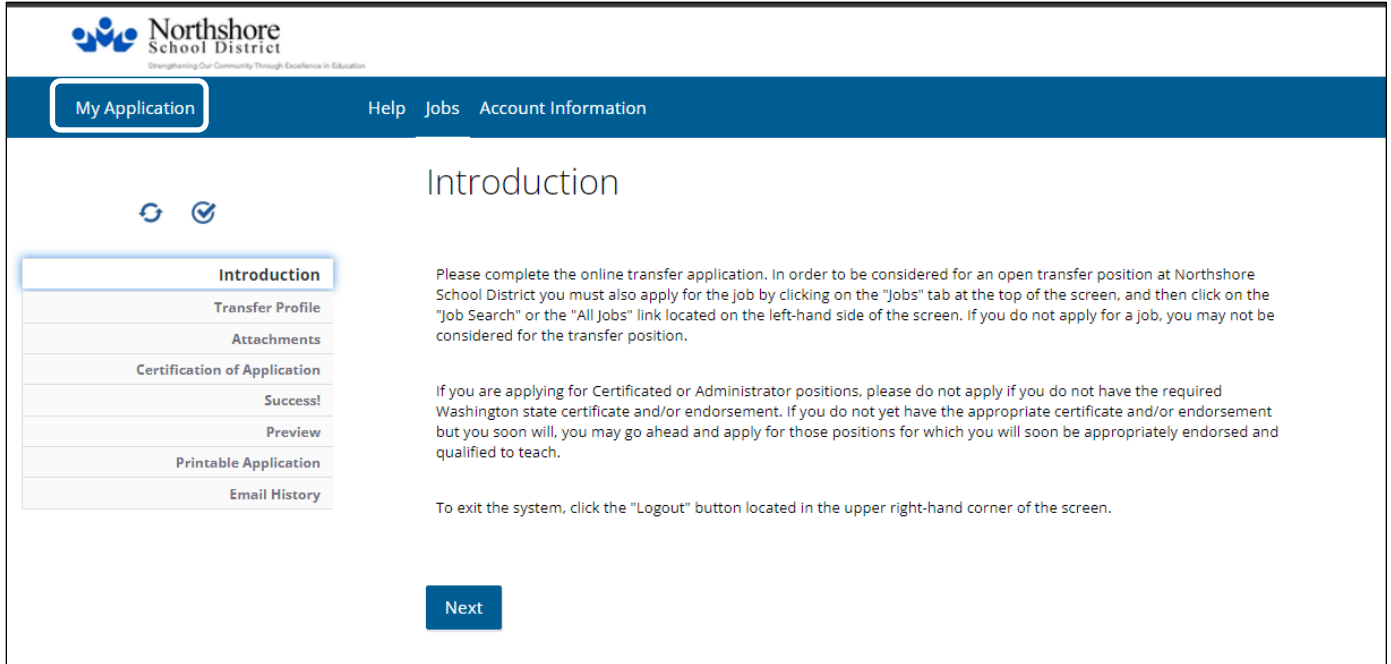
- This page will serve as your guide in completing the online application.
- To return to this page, click on the Help link located on the left menu.

**Required Records**

- Required records (i.e. references on Reference Page) are stated in bold print in the directions on that page. (If left blank, your application will be incomplete until you enter the correct number of records.)

**Step 6-** Complete your application profile, click *"My Application"* and submit all the information. Do not forget to Click *"Save"*.

## Online Employee Transfer Application



Northshore School District  
Strengthening Our Community Through Excellence in Education

My Application Help Jobs Account Information

Introduction

Please complete the online transfer application. In order to be considered for an open transfer position at Northshore School District you must also apply for the job by clicking on the "Jobs" tab at the top of the screen, and then click on the "Job Search" or the "All Jobs" link located on the left-hand side of the screen. If you do not apply for a job, you may not be considered for the transfer position.

If you are applying for Certificated or Administrator positions, please do not apply if you do not have the required Washington state certificate and/or endorsement. If you do not yet have the appropriate certificate and/or endorsement but you soon will, you may go ahead and apply for those positions for which you will soon be appropriately endorsed and qualified to teach.

To exit the system, click the "Logout" button located in the upper right-hand corner of the screen.

Next

**Accessing Employee Transfer Account:** If you have already created an account in the past, please follow the following instructions.

**Step 1-** Click on the "Employee Transfer" link ([Transfer Log In Link](#)).

**Step 2-** Enter your Username and Password.

If you have forgotten your log in credentials, please Click "[Having trouble logging in?](#)". A temporary password will be sent to your District email. If this is not working, please contact HR for your password reset.

### **Applying to the Postings:**

**Step 1-** To View Job Postings, click on the "Jobs" Tab and Select All Jobs to see all jobs under your bargaining unit or Select "Job Search" to filter the search.

You can apply for jobs from this page, but you still need to complete your employee profile and certify your application. Otherwise, your online transfer will be "incomplete".



# Online Employee Transfer Application

My Application Help **Jobs** Account Information

Application Help

- All Jobs
- Job Search**
- Applied Jobs
- Job Notifications

**Welcome to the Online Application System for Northshore School District**

This page will guide you in filling out the online application. If you ever need to return to this page, you can click on the Help link located on the left menu.

Any person who believes he/she may need reasonable accommodations during the application, testing, or interview process should notify the appropriate department or school office in advance.

**Please remember to logout when you are finished.**

**Application Help**

- This page will serve as your guide in completing the online application.
- To return to this page, click on the Help link located on the left menu.

**Required Records**

- Required records (i.e. references on Reference Page) are stated in bold print in the directions on that page. (If left blank, your application will be incomplete until you enter the correct number of records.)

**Starting Your Application**

- Click on the Application link located on the left menu.
- Fill in the information requested
- Click on "Save and Next" at the bottom of the page to move to the next page. If you do not do so, the information will not be saved.
- Complete each page the same way.
- Move to different pages by clicking on the drop down menu at the top of the Application Help page.

**Adding An Attachment**

- Click on the Application link located on the left menu.
- Click on the Attachments link on the Current Page drop down menu at the top of the page
- Click on Add File Attachment
- Decide which Permissible File Type you want to attach.
- Click the browse button and locate that file on your computer
- Enter in the body of your attachment.

**Step 2-** If you selected "Job Search", enter the Job Number provided in the email in the "Internal Job Number" box and click "Submit".

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Empowering Community Through Education

My Application Help **Jobs** Account Information

**Job Search**

With this page, you can search to see if the school system has listed any jobs that might be of potential interest to you. Start by completing the search criteria listed below. The more information you give, the more specific the search will be and fewer job listings will be returned. If you want to clear all of the fields, click the "Reset" button. To run your search, click the "Submit" button.

In search criteria where you can select more than one value, the system will search for jobs that contain *either* of those criteria.

**Note: If, for instance, you have a specific coaching interest and you check that interest in this page, you will only see jobs for which the School District has specified that coaching interest as a requirement.**

Show only jobs to which I have applied?  [\(Help\)](#)

**Internal Job Number**

**Job Type**

- Classified - Paraeducator/School Assistant - Early Childhood Paraeducator/School Assistant
- Classified - Paraeducator/School Assistant - Elementary Paraeducator/School Assistant
- Classified - Paraeducator/School Assistant - High School Paraeducator/School Assistant
- Classified - Paraeducator/School Assistant - Middle School Paraeducator/School Assistant
- Classified - Paraeducator/School Assistant - Substitute Paraeducator
- Classified - Position - Administrative Assistant/Secretarial
- Classified - Position - Bus Driver
- Classified - Position - Bus Monitor

You may select more than one.  
[Help with select boxes](#)

**Extracurricular Interests**

**Curriculum Programs**

**Grade(s)**  PK  K  1  2  3  4  5  6  7  8  9  10  11  12



# Online Employee Transfer Application

**Step 3-** The Job Posting will be displayed, click *“View/Apply”*. Read carefully the Job Posting and requirements.

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My Application    Help    Jobs    Account Information

## All Jobs

Here is a list of jobs that match the criteria you specified. A quick overview of the job is provided below. If you are interested in more detailed information concerning a particular job, click the View/Apply link beside the listing. To run another search click the browser's Back button to return to the searching page.

Even if there are no posted jobs which match your particular skills or interests, please do not be discouraged from submitting an application. Furthermore, a lack of posted jobs does not mean that we are not accepting applications or seeking candidates.

Can't find the job you are looking for? To view other types of positions listed on our Job Board (Classified, Classified Substitute, Certificated, Administrator-Certificated, Administrator-Classified) you will need to go to My Application > General Information and change the Applicant Type by selecting the "Change Type" button. The All Jobs page will then list all the open positions for that applicant type. Please note that changing the applicant type does not affect the jobs that you have already applied for. Don't forget to review your application to make sure there are not any additional questions you need to answer with the new applicant type.

**You must click a job's View/Apply link in order to apply for the position.**

Internal Job Number 2223-617  
Displaying 1 to 1 of 1

	INTERNAL JOB NUMBER	JOB TITLE
<a href="#">View/Apply</a>	2223-617	2223-617 - Teacher - Extended School Year (ESY) & Summer Recovery Services (SRS)

Showing 1 results

**Step 4-** When ready to apply, select the box *“Apply to this Job”*.

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My Application    Help    Jobs    Account Information

## View Jobs Form

Please view any available attachments located at the bottom of this page prior to applying for this position.

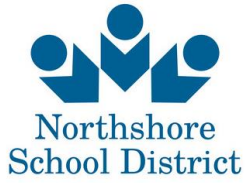
**You have not applied for this job.**

[Apply for this job](#)

[Notify me about jobs like this](#)

District/Corporation	Special Education
Job Title	2223-617 - Teacher - Extended School Year (ESY) & Summer Recovery Services (SRS)
Job Posting Number	4400007180
Job Type	Certificated - Elementary - Elementary Summer Program
Other Job Type (if applicable)	Summer Employment
Reports To	
Duty Days	<a href="#">(Help)</a>
Curriculum Programs	
If Other is selected above, name of the Curriculum Program(s).	
Extracurricular Interest	
If Other is selected above, name of the Extracurricular Interest(s).	
Endorsement Code	Special Education (P-12)

CURRENT CONTINUING AND P



# Online Employee Transfer Application

This is how it looks when you have successfully applied to a posting.

<a href="#">View/Apply</a>	2223-617	2223-617 - Teacher - Extended School Year (ESY) & Summer Recovery Services (SRS)	Certificated - Elementary - Elementary Summer Program	Summer Employment	Special Education	No
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Internal Job Number 2223-617  
Displaying 1 to 1 of 1

Filter results on this page:

INTERNAL JOB NUMBER	JOB TITLE	JOB TYPE	OTHER JOB TYPE (IF APPLICABLE)	DISTRICT/CORPORATION	APPLIED	
<a href="#">View/Apply</a>	2223-617	2223-617 - Teacher - Extended School Year (ESY) & Summer Recovery Services (SRS)	Certificated - Elementary - Elementary Summer Program	Summer Employment	Special Education	Yes

You can also check your Applied Jobs, Click "Job" Tab then "Applied Jobs".

My Application Help **Jobs** Account Information

Applied Jobs

Here are all of the jobs in which you have applied. You may withdraw your interest by viewing the job and then clicking the "Applied Jobs" button.

APPLIED?	INTERNAL JOB NUMBER	JOB TITLE	JOB TYPE	OTHER JOB TYPE (IF APPLICABLE)	DISTRICT/CORPORATION	
<a href="#">View</a>	Yes	2223-617	2223-617 - Teacher - Extended School Year (ESY) & Summer Recovery Services (SRS)	Certificated - Elementary - Elementary Summer Program	Summer Employment	Special Education

Showing 1 results

[Back](#)