

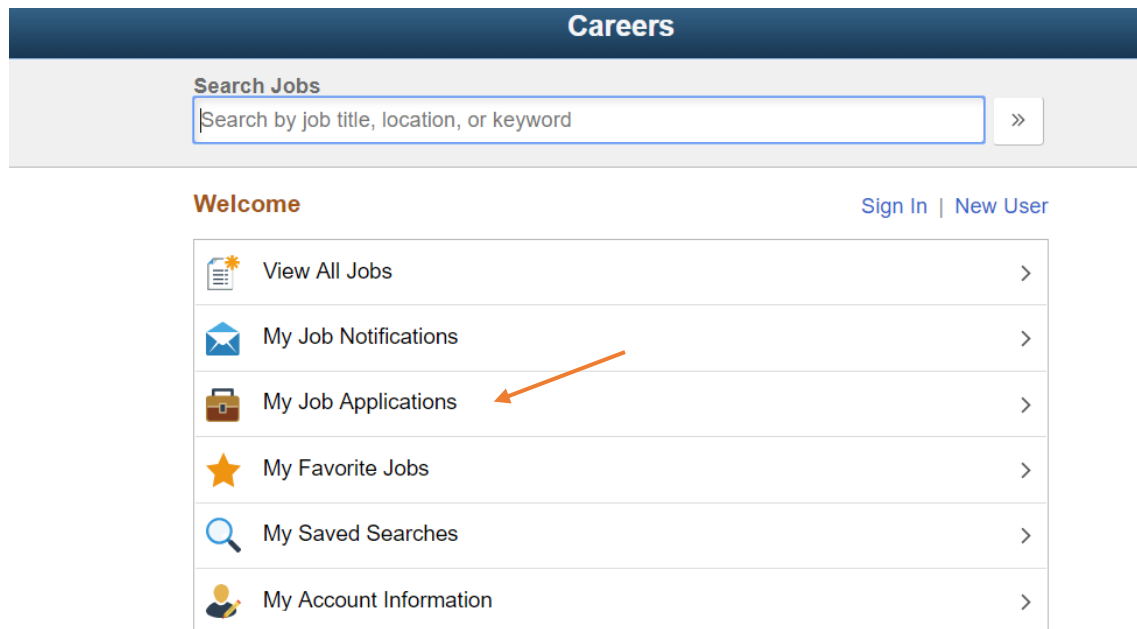


FAQ SHEET

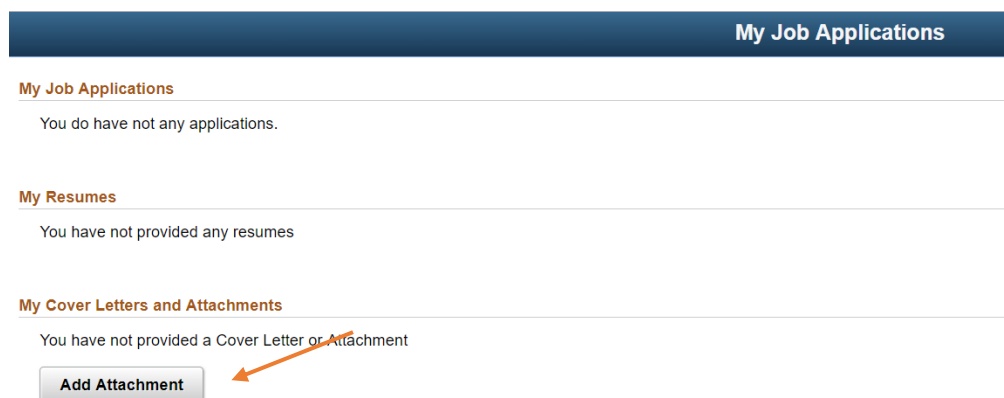
Having trouble with your application? Below are some common questions asked by applicants, please review the answers below. If you still have questions please call the Human Resources Office at 719-520-2169.

Q: Where do I upload my letters of recommendation, transcripts, cover letter, license and or other documentation?

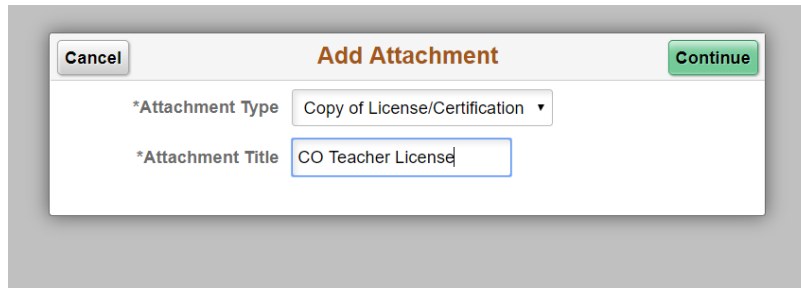
A: After logging into your account, select the **My Job Applications** option.

A screenshot of the "Careers" page navigation menu. At the top is a "Search Jobs" section with a text input field containing the placeholder "Search by job title, location, or keyword" and a search button with a double arrow icon. Below this is a "Welcome" section with links for "Sign In" and "New User". A list of menu items follows: "View All Jobs", "My Job Notifications", "My Job Applications" (highlighted with an orange arrow), "My Favorite Jobs", "My Saved Searches", and "My Account Information". Each item has a right-pointing chevron icon.

Click the **Add Attachment** button at the bottom of the page.

A screenshot of the "My Job Applications" page. The page has a dark blue header with the text "My Job Applications". Below the header, there are three sections: "My Job Applications" with the message "You do have not any applications.", "My Resumes" with the message "You have not provided any resumes", and "My Cover Letters and Attachments" with the message "You have not provided a Cover Letter or Attachment". At the bottom of the "My Cover Letters and Attachments" section, there is a button labeled "Add Attachment" with an orange arrow pointing to it.

Select the type of document you wish to upload from the drop-down list and then title the document. Click **Upload Attachment** and select the document from your files. Then click **Save**.



Q: When do I upload my documents?

A: After you have submitted your application.

Q: Can I delete my old resumes?

A: No, the resumes that were uploaded are tied to submitted applications and cannot be deleted.

Q: What are next steps after I have submitted my application and uploaded all of my documentation?

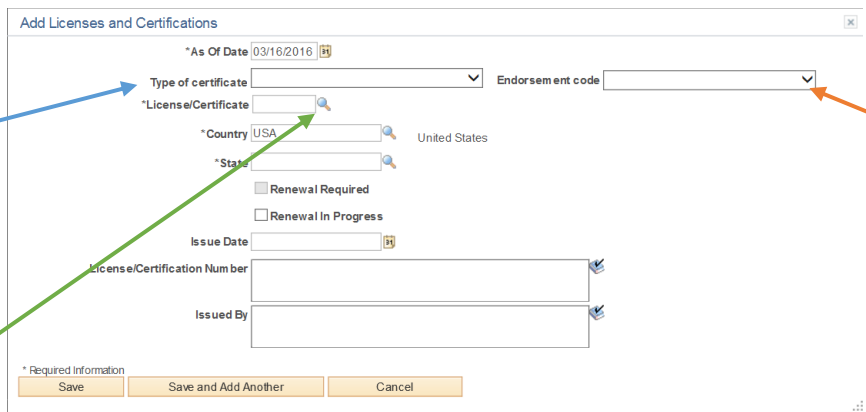
A: The hiring manager will call if there is interest in scheduling an interview. Due to the volume of applicants, hiring managers are unable to call those candidates not chosen for interview. Hiring managers typically contact candidates via telephone but may contact them through email. It is important to have accurate contact information in your application and/or resume.

Q: I'm having trouble entering my CDE license information, the code I need is not displayed?

A: When entering a license, you must choose from the **Type of Certificate** list and the **Endorsement code** list (using the drop down arrows); this will generate a code in the **License/Certificate** field (use the magnifying glass to generate the code). The first two fields **must** be selected to generate an option for **License/Certificate** code.

1. Select type of certificate by clicking drop down arrow.

3. Select License/Certificate by clicking the magnifying glass.



2. Select endorsement code by clicking drop down arrow.

Q: How far back should I go on my employment history?

A: It is important to list all relevant work history, starting salaries are based on years of experience. Teachers' salaries are based on years of teaching experience and education. Salary schedules for each employee group and position are posted on <http://www.d11.org/HR/Pages/Compensation.aspx>.

Q: What is the difference between an emergency substitute and a teacher substitute?

A: Emergency substitute positions require a 3 Year or 5 Year Substitute Authorization issued by CDE. Emergency substitutes are only authorized to sub for 10 consecutive days or less in the same assignment.

A teacher substitute must have an Initial or Professional Teaching License issued by CDE. A teacher sub can substitute in a long term assignment for which they are highly qualified in (endorsed in subject area).

Q: If I am applying for a substitute position, when do I indicate what schools I would like to work at and which subjects I would like to teach?

A: If hired for a substitute position, you will be contacted by the substitute office and scheduled to complete New Hire paperwork. At this time you will fill out a form with your preferences.

Q: When are substitute orientation held?

A: Substitute orientation are scheduled as needed by invitation only.