Apply to a Job Opening: External (Non-Employee) Jeffco Charter School Employee

Supported Internet: Use Google-Chrome, Firefox or Safari

Path: [https://www.jeffcopublicschools.org/](https://www.jeffcopublicschools.org/)
- Employment
- Jobs at Jeffco
- Jeffco Job Board
- Scroll down & click on External Applicants

Interested in working for Jeffco Public Schools? Click here to search our current job openings.

Already a Jeffco Schools employee? Search for jobs through the careers portal in Employee Self Service.

Using a screen reader or another type of assistive technology for your job search? Enter our accessible applicants portal.
Step 1: Click on “Sign In” link if you have already created a user name and password. If you have not created a user name and password, click on the “New User” link.

Forgot User Name and/or password – click on “Sign In”
  • Forgot User Name – you will need your email address from when you created your profile (can’t remember your email address? Please call the Welcome Center at 303-982-6515)
  • Forgot Password – you will need your user name from when you created your profile (can’t remember your user name? Please call the Welcome Center at 303-982-6515)
Step 2: Enter your User Name & Password
Step 3: Click on the “Sign In” button
Step 2: Click on View All Jobs
There are many options on how to search for jobs, see left side of page (be sure to click on the “More” link under each section)

Step 3: Click in job opening area to view details
Step 4: Review job details, including salary, FTE, days worked
Step 5: Click “Apply for Job” button

Step 6: Enter information on each section (1-7), then click the “Next” button (top right hand side of page) – Note: Some sections have required documentation or required fields that MUST be filled out.
**APPY TO A JOB OPENING**

**EXTERNAL (NON-EMPLOYEE)**

**JEFFCO CHARTER SCHOOL EMPLOYEE:**

**(CONT’D)**

<table>
<thead>
<tr>
<th>Step Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Step-by-Step Process with terms and conditions (must agree to terms and conditions)</td>
</tr>
<tr>
<td>Resume</td>
<td>Administrator and License Educators are <strong>required</strong> to UPLOAD a resume and cover letter. All others are <strong>NOT</strong> required to upload, but optional</td>
</tr>
<tr>
<td>Attachments</td>
<td>Trades &amp; ESL Teachers job openings <strong>ONLY</strong> are given the opportunity to upload their job related license/certificate. Other job openings will <strong>NOT</strong> have this step in your application process.</td>
</tr>
<tr>
<td>Education and Work Experience</td>
<td>Administrator and License Educators will not have this step in their apply process. All others are <strong>required</strong> to complete</td>
</tr>
<tr>
<td>References: Professional and Supervisory</td>
<td><strong>Required</strong> for all job openings. Must be professional reference, no family members should be listed as references.</td>
</tr>
<tr>
<td>Questionnaire</td>
<td>Questions pertaining to the job opening (all questions are required)</td>
</tr>
<tr>
<td>Referrals</td>
<td>How did you learn about the job – required question</td>
</tr>
<tr>
<td>Review and Submit</td>
<td>Review and submit your application</td>
</tr>
</tbody>
</table>

Once you have submitted your application, you should see the following:

Step 7: To confirm all of your statuses on job openings, click on Careers link to view each item.
Welcome Catherine

- View Jobs Posted in Last 90 Days
- View All Jobs
- My Job Notifications (1)
- My Job Applications (3)
- My Favorite Jobs (1)
- My Saved Searches
- My Contact Information

Need help? Contact the Welcome Center at 303-982-6515