

Monona Grove School District

FastTrack Application Instructions

To apply for a job with Monona Grove School District, please follow the steps below:

Step 1: Create a FastTrack Profile. Every applicant must have a profile before they can apply for a position within the district. The profile will allow applicants to view and apply for open positions within the district.

- *I'm new to the system* – New users must first select the position they want to apply for to set up a new account.
- *I'm a MGSD employee* – If you are an existing employee, you cannot use your work email address to create a profile. This is separate from your current MGSD Skyward profile.
- *I already have a FastTrack Profile with MGSD* – Skip to Step 2.

Step 2: Search and Apply for an Open Position

- Read the job description for position qualifications.
- At least one of your three references must be from your most recent employer.
- Teacher applicants must have completed a bachelor's degree and be working on a teacher certification or already obtained a certificate.
- "Submit to HR" must be checked after completing all sections of your application.

1. View the Position Listing to view all open positions and apply, click on "Search." If you have already applied for a position and want access to your profile, enter in your username and password then click on "Log In". If you forgot your username or password, click on "Forgot your username/password?" to have an email sent to you with your information.

The screenshot shows two side-by-side panels. The left panel, titled 'Search Current Job Openings', features a magnifying glass icon over a document and a link that says 'Click to view current job openings'. The right panel, titled 'Existing Applicants Please Log In', features a person icon with a clipboard and contains the following text: 'To access your previous applications, log in with your username and password.' Below this text are input fields for 'Username:' and 'Password:', followed by a 'Log In' button. At the bottom of the right panel is a link that says 'Forgot your username/password?'.

2. Check the checkbox of the position you want to review and click on "View Details of Highlighted Position." At this step, you also have the option to apply for the position without reviewing it.

The screenshot shows a table titled 'All Posted Positions Via Employee Access'. The table has columns: 'Apply', 'Category', 'Position Description', 'Assignment Description', 'Location', and 'Job Type'. The first row of data shows a checkbox in the 'Apply' column, 'CLASSIFIED' in the 'Category' column, 'ADMIN ASSTS' in the 'Position Description' column, and 'LUCILLE UMBARGE' in the 'Location' column. To the right of the table is a sidebar with buttons: 'Update Job Filters', 'View Details of Highlighted Position', 'Apply for Selected Position(s)', and 'Log In'.

Apply	Category	Position Description	Assignment Description	Location	Job Type
☐	CLASSIFIED	ADMIN ASSTS		LUCILLE UMBARGE	ADMIN

3. Apply for the job or review the position listing. The position listing will give you a preview of the questions included in the online application. When you're ready to begin the online application, scroll to the top of the page and click on the "Apply for Position" button.
4. Create a Profile (first time only). You will need an e-mail address and password to access the online application. After you click on Apply for Position, you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with the Monona Grove School District, check the box that says, "I Would Like to Create a New Profile," enter your information, then click on "Create Profile."

The screenshot shows a web form with two main sections. The top section, titled "Existing Users Please Log In", contains fields for "Username:" and "Password:", a "Log In" button, and a link "Forgot your username/password?". The bottom section, titled "New Users Please Create a Profile", features a checkbox labeled "I Would Like To Create a New Profile". Below this checkbox are several required fields: "Your Email Address:", "* Your First Name:", "* Your Last Name:", "* Your Username:", "* Your Password:", "* Re-Enter Password:", "* Your SSN:", and "* Re-Enter SSN:". At the bottom of this section are links for "Why do we collect this information?", "Create Profile", and "Back".

****Please make a note of your username and password as you will need it to access your applicant profile in the future.**

Step 3: Begin your Online Application. There are multiple sections of the application to complete. Each section contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed.' When no sections are marked 'Incomplete,' you may submit your application to Human Resources at the right. Once your application has been submitted, you may log back into your profile and make updates to the application before the closing deadline.

****Your application is automatically saved as you enter data. If you cannot complete your application all at once, just click on the "Return to Profile" button to see that your information for that application was saved and then click on "Log Out." When you want to return and finish, just log back into the system with your username and password.**

Application Dashboard

Job Listing

Listing ID: 141201001

Location: HIGH SCHOOL

Type: Part Time

Position: Classified

Dept:

Deadline: Until Filled

Assignment: Class - Para-Educator

Group:

Appl. Status: Online application submitted 8

[View Details Of This Job Listing](#)

This position has 9 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information	Completed	Edit
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Employment History	Incomplete	Add
General Questions	Incomplete	Add
Background Check	Incomplete	Add
References	Completed	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add

Submit to HR

Cancel Application

Return to Profile

The Lynden School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer, Tim Metz, 516 Main St., Lynden, WA 98264, telephone (360) 354-2952, Section 504 Coordinator, Tim Metz, 1203 Bradley Road, Lynden, WA 98264, telephone (360) 354-4443, and/or Compliance Coordinator for State Civil Rights Laws, Jim Frey, 1203 Bradley Road, Lynden, WA 98264, telephone (360) 354-4443.

If you have any questions regarding the application/selection process, you may email hr@mgschools.net.