

FAST TRACK

On-Line Application Instructions

[Click here to go directly to Fast Track](#)

Instructions:

Access job openings or log in if you are a current applicant.



**Search
Current
Job
Openings**

[Click to view
current job
openings](#)



**Existing Applicants
Please Log In**

To access your previous applications, log in with your username and password.

Username: |

Password: |

[Log In](#)

[Forgot your username/password?](#)

Step 1: SIGN IN

Existing applicants: (Those who have previously submitted an application to HR, need to edit an existing application or to retrieve messages regarding an application). Enter your username and password to access the online application system.

New Applicants: (Select Search Current Job Openings to look for a job opening and create a new profile).

Step 2: SEARCH FOR OPEN POSTED POSITIONS

You may choose to filter available positions by selecting any of the categories shown and click [**Search for Posted Positions**] or to search for all open positions do not select a category and click [**Search for Posted Positions**].

Step 3A: VIEW OPEN POSITIONS

Select the position you want to apply for and then select **[View Details of Selected Position]**

Review the position listing.

- A: Select **[View]** to see the complete job description.
- B: Attachments noted with an * are required before you can submit your application.
- C: The position listing will also give you a preview of the questions included in the online application. Other categories that might display for various open positions could include:
 - 1. Skills Questions.
 - 2. General Questions.
 - 3. Screener Question

Step 3B: APPLY FOR THE POSITION

When you're ready to begin the online application, click on the **[Apply for Position]** button either at the top or the bottom of the page. You can also select the **[Back]** button to return to Open Positions and then select **[Apply for Selected Position(s)]**

Step 4: LOGIN TO YOUR ACCOUNT

Existing Users: Enter your username and password and select **[Log In]**. If you have forgotten your username and/or password click on **[Forgot username/password]**. After you supply the email address you registered with, your username and password will be sent to you via email.

New Users: You will need to create a profile. Fill in requested information and then click **[Create Profile]**. (See sample below).

Existing Users Please Log In

Username:
Password:

[Forgot your username/password?](#)

New Users Please Create a Profile

☒ I Would Like To Create a New Profile
Your Email Address:
* Your First Name:
* Your Last Name:
* Your Username:
* Your Password:
* Re-Enter Password:

Step 5: BEGIN YOUR ONLINE APPLICATION

As you complete each section you must check the [I Have Completed To The Best Of My Abilities] box. You may edit any section at any time.

Application Dashboard

Job Listing

Listing: Type:
Position: Dept:
Assignment: Group:
Location: Deadline:
Appl. Status:
[View Details Of This Job Listing](#)

This position has 8 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

Contact information including your name, phone number and address. **Completed**

Conditions of Employment

Conditions of employment for this position. You must be able to answer YES to all of these questions to be eligible for this position. **Incomplete**

Education History

Your educational background including High School and post-High School education, degrees, GPA and dates. **Incomplete**

Certifications/Licenses Any certifications or licenses you may have.	Incomplete	Add
Employment History Your employment history, including contacts, salary and dates.	Incomplete	Add
General Questions You will be required to answer general questions about your qualifications for this position.	Incomplete	Add
Attachments You can attach documents related to this position such as your resume, cover letter and letter(s) of recommendation.	Optional	Add
Comments Any comments you may have regarding your application for this position.	Optional	Add

The buttons to the right of the position information will allow you to:

[Submit to HR] Submit your completed application to HR. This button remains desensitized until all required areas of the application are completed.

[Cancel Application] Cancel your application.

[Return to Profile] Return to your profile.

Step 6: SUBMIT COMPLETED APPLICATION TO HR

When all sections have been completed click **[Submit to HR]**.

Job Listing Listing: 120120001 Type: Part Time Position: *Certificated Dept: Assignment: *Elementary Teacher Group: Location: Deadline: Until Filled Appl. Status: Not Submitted View Details Of This Job Listing		Submit to HR Cancel Application Return to Profile
This position has 8 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 Contact information including your name, phone number and address.	Completed	Edit
Conditions of Employment Conditions of employment for this position. You must be able to answer YES to all of these questions to be eligible for this position.	Completed	Edit
Education History Your educational background including High School and post-High School education, degrees, GPA and dates.	Completed	Edit
Certifications/Licenses Any certifications or licenses you may have.	Completed	Edit
Employment History Your employment history, including contacts, salary and dates.	Completed	Edit
General Questions You will be required to answer general questions about your qualifications for this position.	Completed	Edit
Attachments You can attach documents related to this position such as your resume, cover letter and letter(s) of recommendation.	Optional	Add
Comments Any comments you may have regarding your application for this position.	Optional	Add

Your Profile screen allows you to:

[**View Messages**] regarding your application and/or position(s) that you have applied for.

[**Update**] your profile information; or

[**Edit**] any position(s) that you have applied for.

Profile Data for YOUR NAME HERE

Update

Update

Update

Update

Update

Update

Update

Update

Update

Update

Profile Section
Email Address and Username/Password
Name and Contact Information
Conditions of Employment
Education History
Certifications/Licenses
Employment History
General Questions
References
Attachments
Comments

Status
Completed
Completed
Completed
Completed
Completed
Completed
Completed
Incomplete
Incomplete
Incomplete
Optional

Last Updated
01/12/2012
02/27/2012
03/21/2012
03/21/2012
03/21/2012
03/21/2012
03/21/2012
03/21/2012
01/23/2012

Your Account

5 New Messages
View Messages
Log Out
View Posted Positions

Your Applications

Open (3) Processing (0) Closed (1)

Open Applications:

	Position	Assignment	Location	New Msg	Status	Deadline	P
Edit	*Administrator	* ---- Principal	C _ SECDRY SCHOOL	1	Not Submitted	Until Filled	1
Edit	*Certificated	*Elementary Teacher		1	Not Submitted	Until Filled	1
Edit	*Classified	*Para Educator		1	Not Submitted	Until Filled	1

3 records displayed

Position:

Select [Log Out] to exit the online application system.