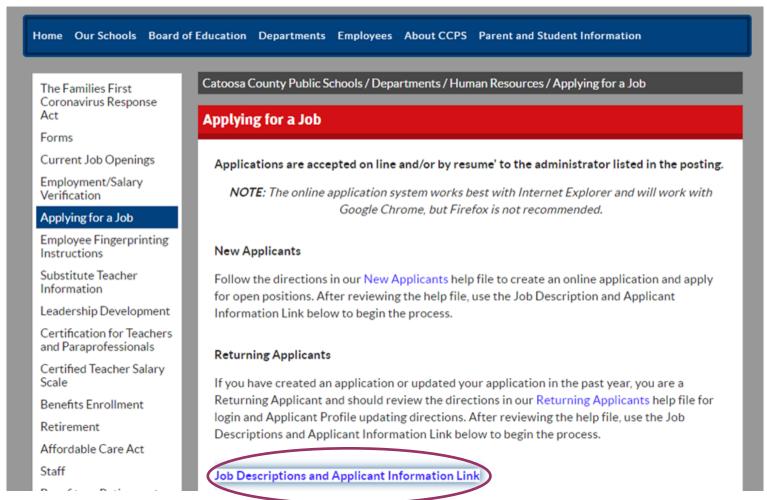


New Applicant Instructions

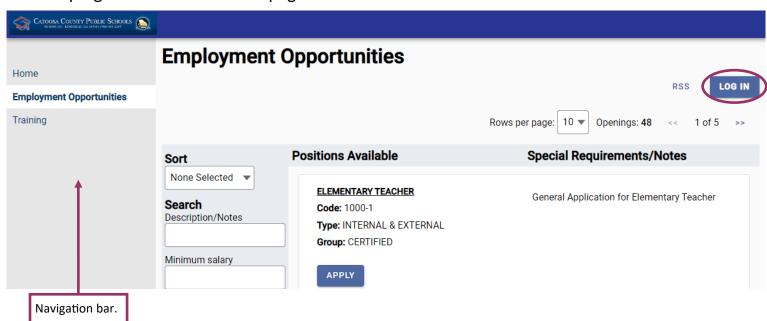
Please read the following instructions prior to beginning a new hire application.

NOTE: The online application works best using Internet Explorer and will work in Google Chrome, but Firefox is not recommended.

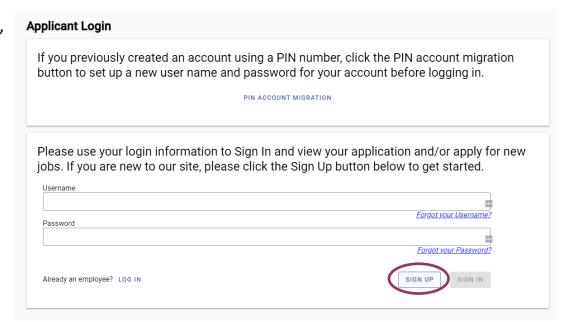
Continue to the "Job Description and Applicant Information Link".



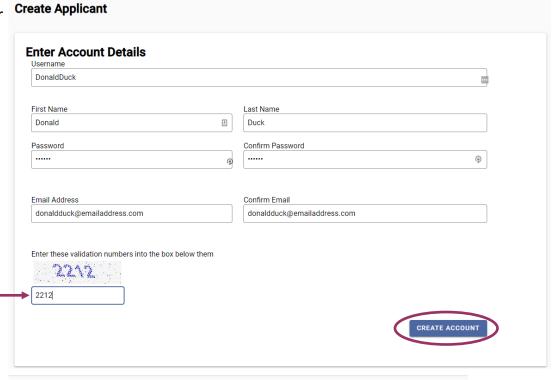
From the "Employment Opportunities" tab on the navigation bar, click on the "Log In" button located in the top right hand corner of the page.



To create a new account, click "Sign Up".



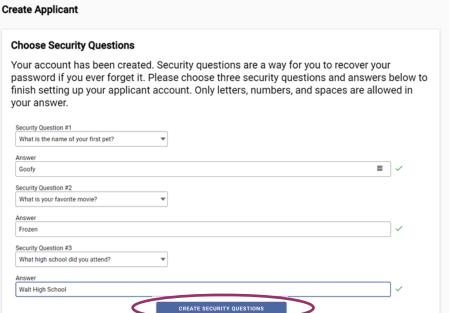
On the next screen, enter your account details > "Create Account". Use a unique Username and Password.



Be sure to enter the random validation numbers into the box.

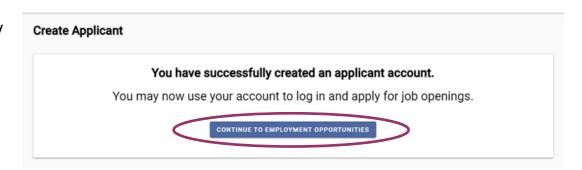
Complete the Security Questions > "Create Security Questions".

After completing this page, an email verification code will be sent to the email address entered on the Account details page.

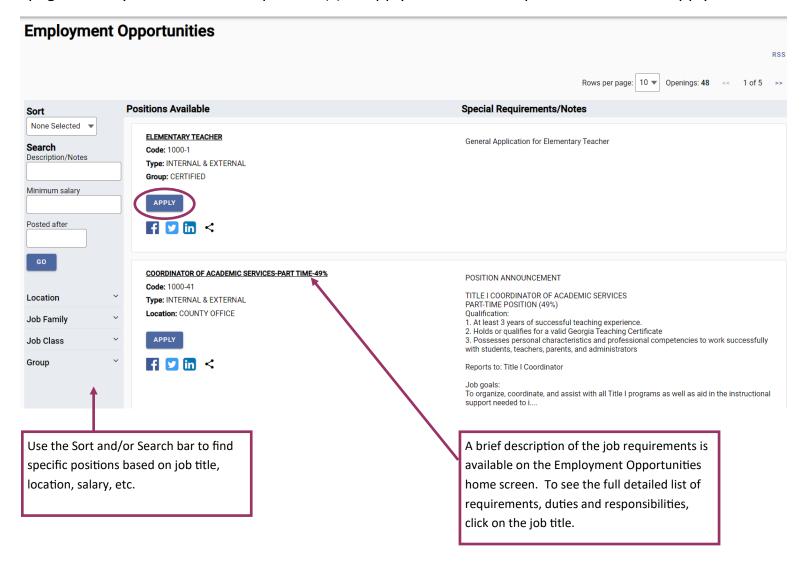


Create Applicant	Enter the verification code and selec
Donald, please verify your email address. Email Verification is the last step. You must verify your email address to continue. We sent a verification code to s. You may need to wait a few moments to	"Verify Email Address".
verification Code Verification Code Verification Code Verification Code Verification Code	If you did not receive the verification code, verify that the correct email address was entered on the Account Details page and click "Resend Verification Code".

Once you have successfully created an account, select "Continue to Employee Opportunities".



The "Continue to Employee Opportunities" button will take you to the Employment Opportunities page where you can select the position(s) to apply for. Select the position and click "Apply".



An Employee Profile will be created once a position has been applied for.

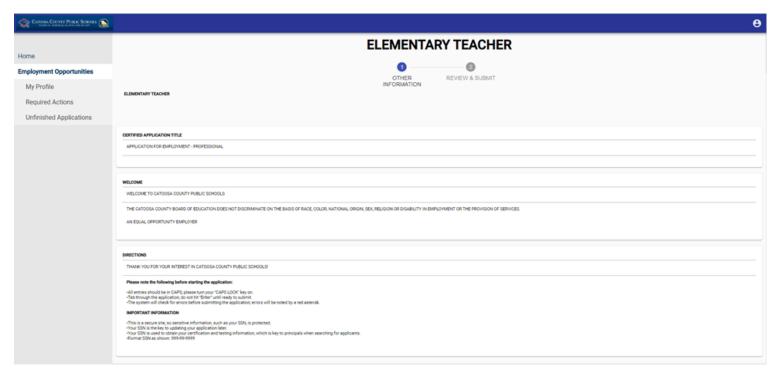
NOTE: Please read ALL instructions prior to starting the application process.

Turn on your Caps Lock key as you complete your profile.

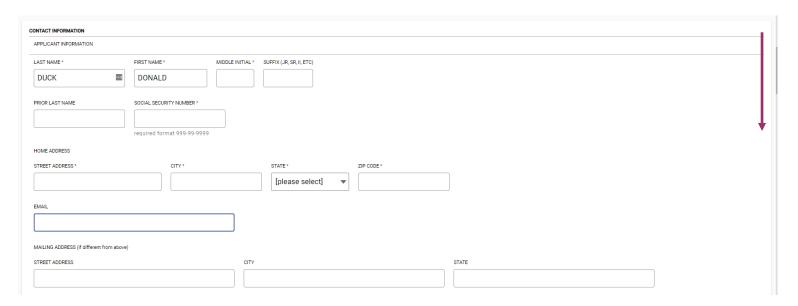
All required fields will contain a red asterisk (*) beside the field.

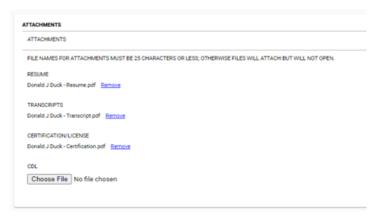
When completing Eligibility and Status, checking a box signifies a "YES" response, leaving a box unchecked signifies a "NO" response.

If you apply for a Classified (Computer Tech, Maintenance, Custodial, Child Nutrition, etc.) position, you will be required to enter High School or GED information before your application can be submitted.



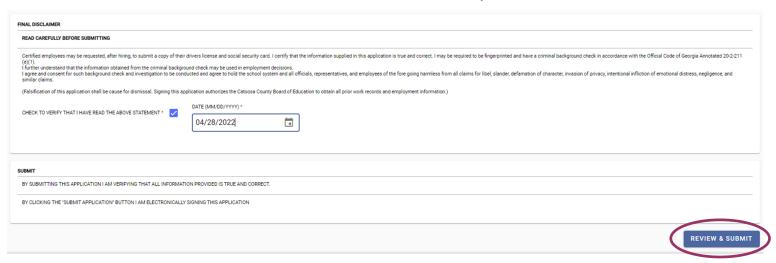
Scroll down to enter your information.



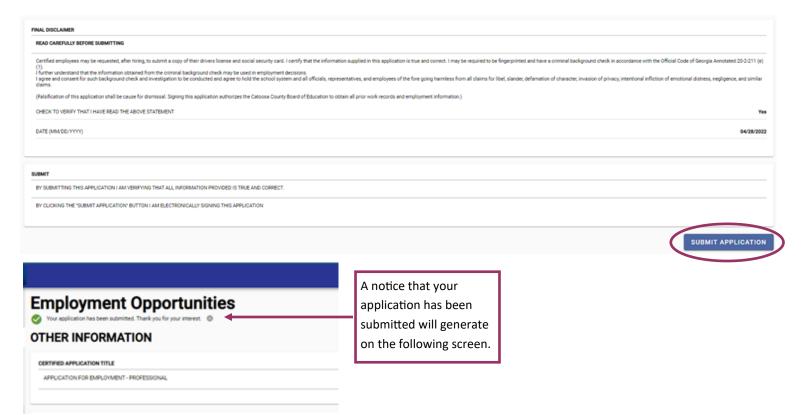


All Attachments must be uploaded in pdf format. You may upload files in this section that are related to the position(s) you would like to apply for (example: an updated resume, cover letter, copy of certification, etc.). Click the "Choose File" button under the appropriate attachment and navigate to the file of your choice, then click "Open".

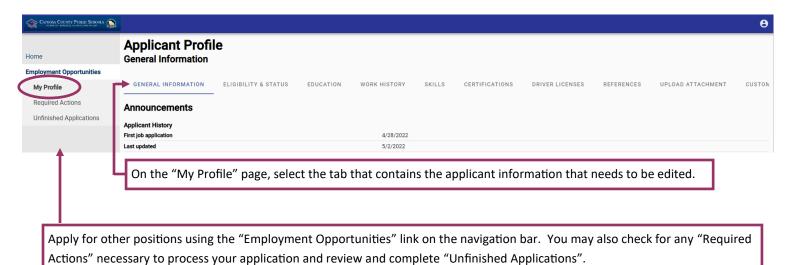
Once your Applicant profile is complete, Read the Final Disclaimer and check the "Check to verify that I have read the above statement" button and enter today's date. Select "Review & Submit".



Review your application, then click "Submit Application". If you need to make corrections, select the "Edit" button at the top right side of the page.



Now that a position has been applied for, you may edit or change your Applicant Profile through the "My Profile" button on the navigation bar.





Please contact Human Resources if you need additional information or assistance.

706-965-8563