




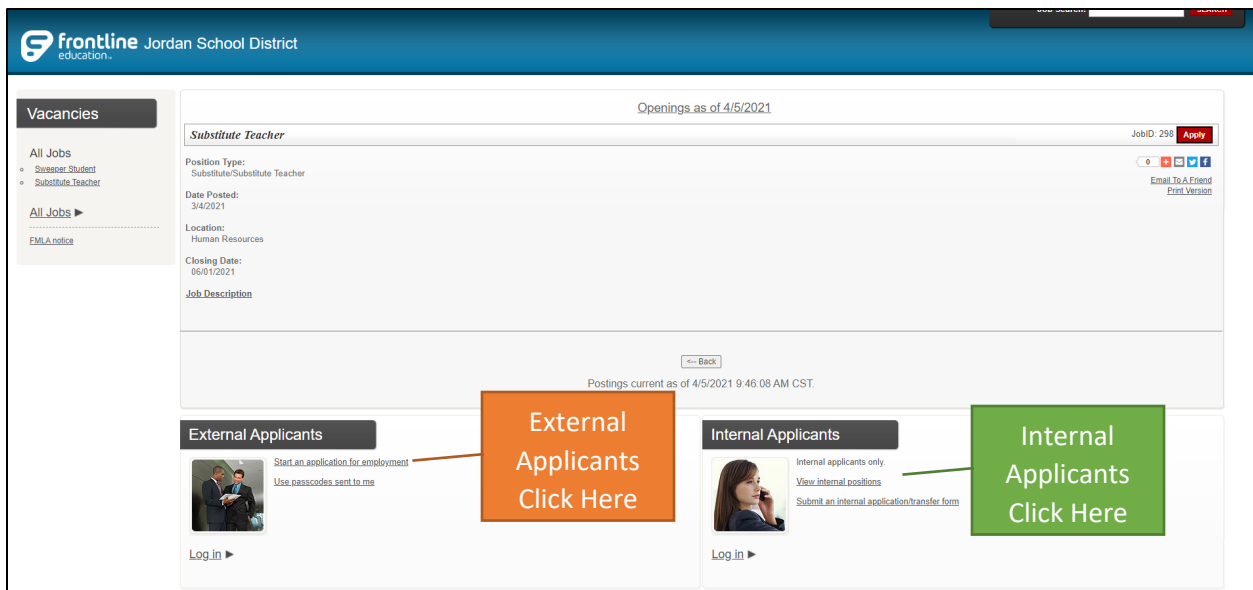
How to Apply at Jordan School District

1. Go to <https://employment.jordandistrict.org/apply/>
2. Click the Orange “Apply Here” button for the position type you are interested in.

Apply Here

<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px; font-weight: bold; font-size: 0.8em;">Licensed APPLY HERE</div> <p style="font-size: 0.8em; margin: 0;">Teachers School Psych's SLP's Specialists</p> <p style="font-size: 0.7em; margin: 0;">*Requires Educator License</p> <p style="font-size: 0.8em; margin: 0;"> Application Process</p>	<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px; font-weight: bold; font-size: 0.8em;">Administrator APPLY HERE</div> <p style="font-size: 0.8em; margin: 0;">School Admin. District Admin.</p> <p style="font-size: 0.8em; margin: 0;">Application Process</p>	<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px; font-weight: bold; font-size: 0.8em;">Education Support APPLY HERE</div> <p style="font-size: 0.8em; margin: 0;">All other positions not listed: Admin. Assistant Assistant/Clerical Custodial/Energy Facility Services Information Systems Nurses Nutrition Services Transportation, etc.</p> <p style="font-size: 0.8em; margin: 0;"> Application Tutorial</p>	<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px; font-weight: bold; font-size: 0.8em;">Substitutes APPLY HERE</div> <p style="font-size: 0.8em; margin: 0;">Classroom Substitute Teacher Application Tutorial</p>	<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px; font-weight: bold; font-size: 0.8em;">Substitutes APPLY HERE</div> <p style="font-size: 0.8em; margin: 0;">Special Ed. Nutr. Services Transportation Administrative</p> <p style="font-size: 0.8em; margin: 0;"> Application Tutorial</p>	<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px; font-weight: bold; font-size: 0.8em;">Coaches APPLY HERE</div> <p style="font-size: 0.8em; margin: 0;">Application Tutorial</p>
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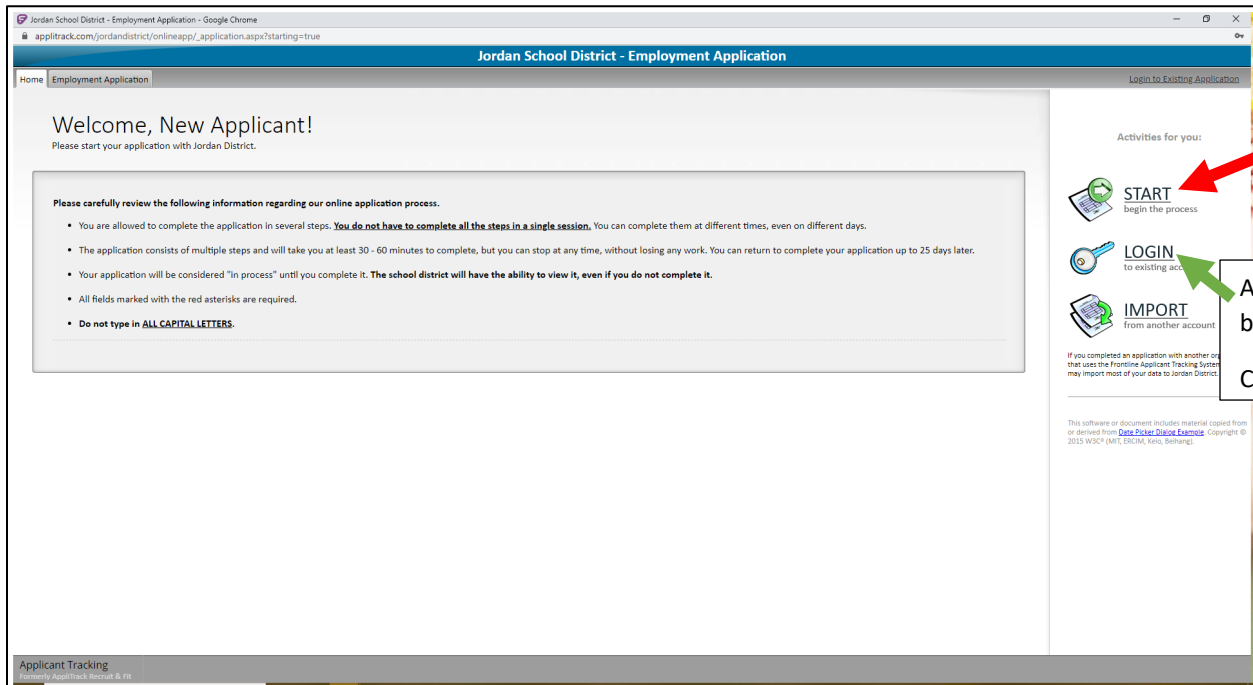
3. Select if you are an External or Internal Applicant.
 - a. External Applicants will select “Start an application for employment”
 - b. Internal Applicants will select “View internal positions”



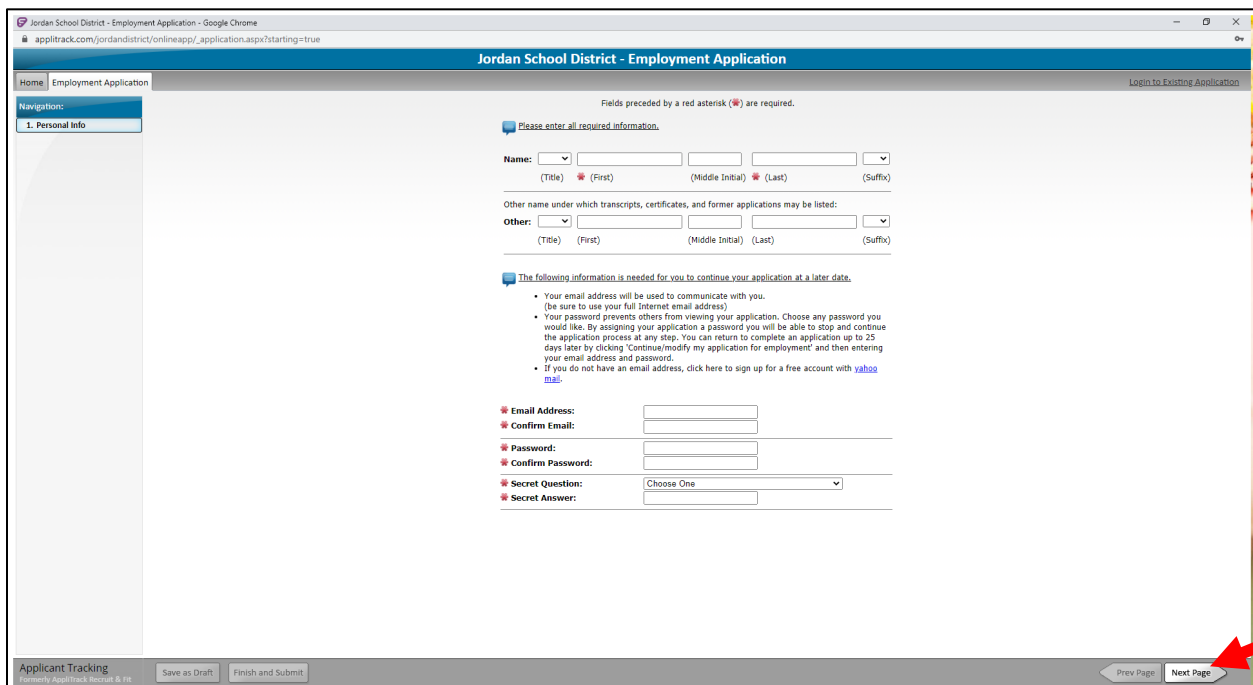
The screenshot shows the 'frontline Jordan School District education' portal. The main content area displays a job listing for 'Substitute Teacher' with details like 'Date Posted: 3/4/2021' and 'Closing Date: 05/11/2021'. Below the job details, there are two application options:

- External Applicants:** A button labeled 'External Applicants Click Here' (orange) with a sub-button 'Start an application for employment'.
- Internal Applicants:** A button labeled 'Internal Applicants Click Here' (green) with sub-buttons 'View internal positions' and 'Submit an internal application/transfer form'.

4. Select "Start" to begin an application
 - a. If you have already applied with JSD using the Frontline application system, you can Login to your previous account.



5. Complete your Personal Information and select a password and security question. *Please make sure you use a password you will remember. This account will be used for all hiring processes if you are hired with our District.*
6. Click Next Page



7. Select if you are a current employee with JSD and click Next Page

Jordan School District - Employment Application

Home Employment Application Employee, Test Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Confirmation

Please enter all required information.

Are you currently an employee of Jordan School District?

No, I am not currently an employee of Jordan District
 Yes, I am currently an employee of Jordan District

Note: Substitutes, both Regular and Long Term, are not considered internal, and are thus ineligible for internal positions.

This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Jordan School District.

Applicant Tracking Save as Draft Finish and Submit Prev Page Next Page

8. Fill in your address and phone number and click Next Page

Jordan School District - Employment Application

Home Employment Application Employee, Test Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Confirmation

Please list your mailing address.

Fields preceded by a red asterisk (*) are required.

Permanent Address

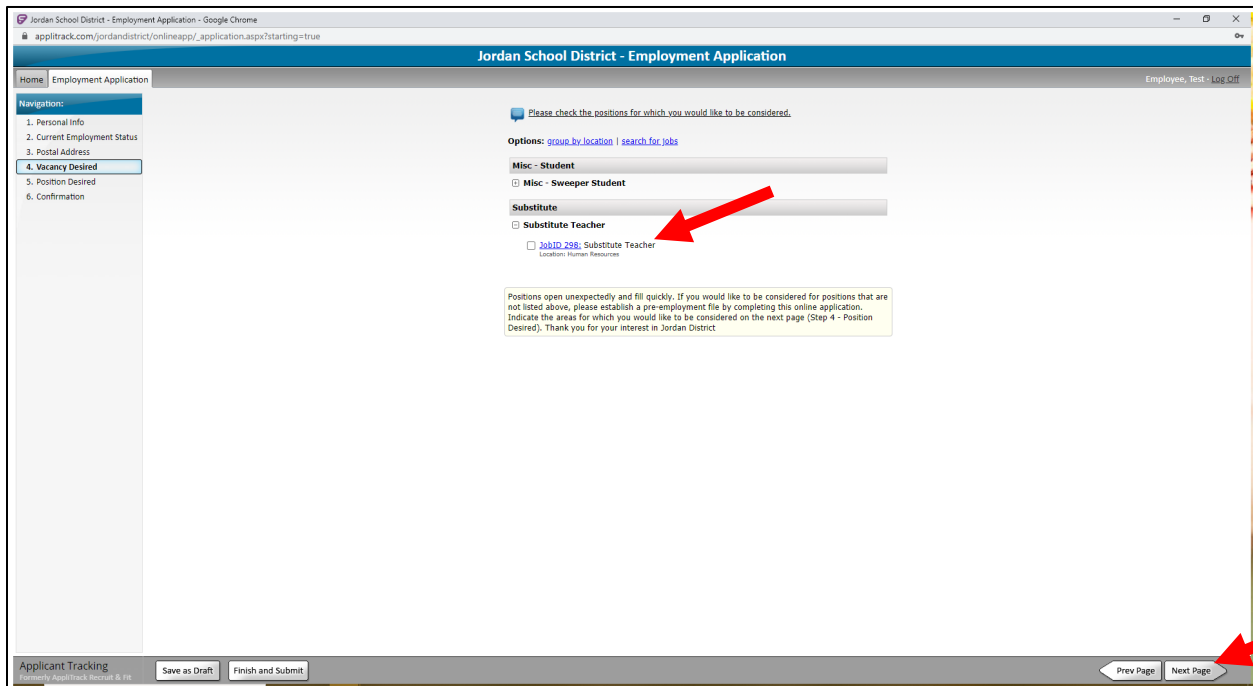
Number & Street: 7387 S Campus View Dr
Apt. Number:
City: West Jordan
State/Province: UT
Zip/Postal Code: 84084
Country: United States of America
Daytime Phone: 801 5678150
Home/Cell Phone:

Present Address

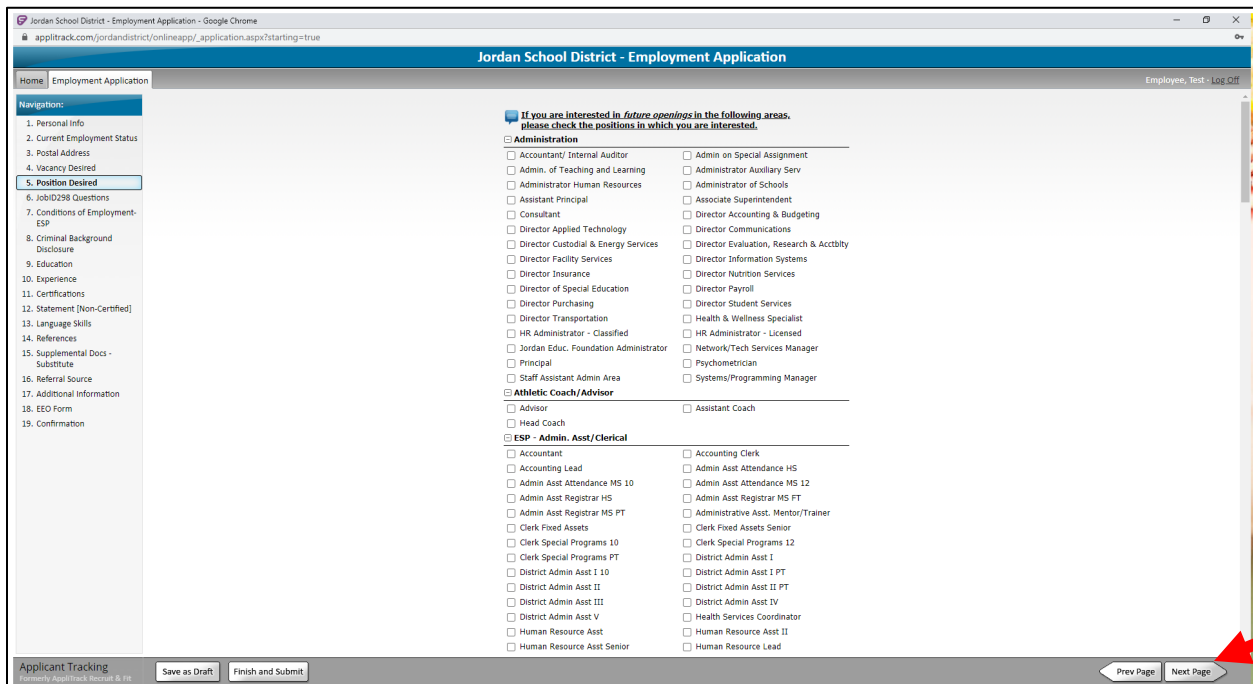
Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:
Until what date?:

Applicant Tracking Save as Draft Finish and Submit Prev Page Next Page

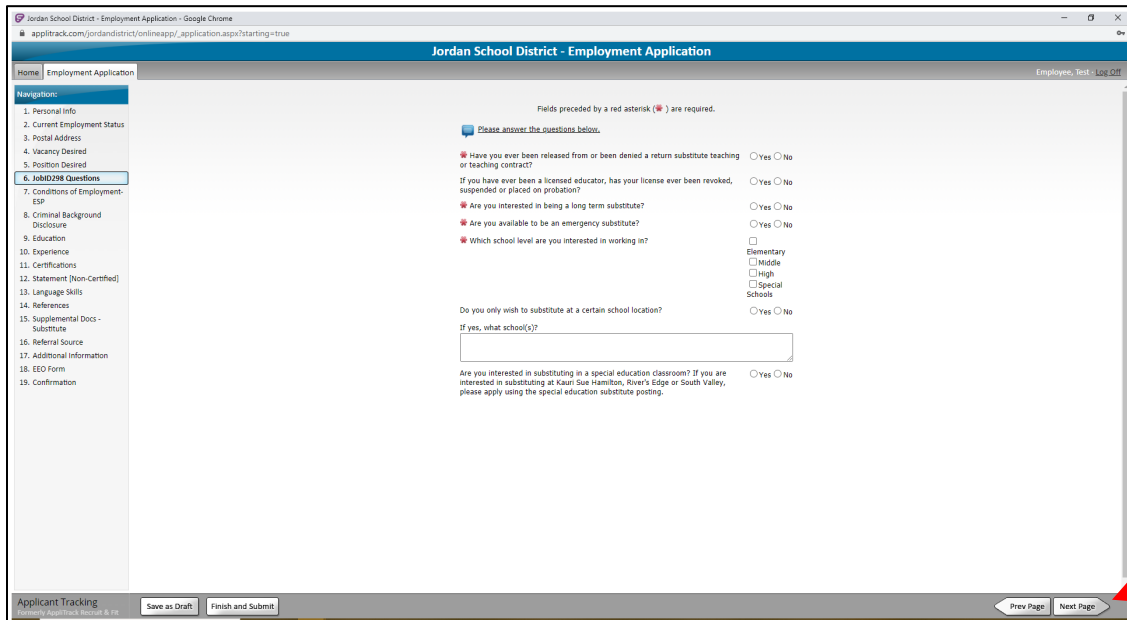
9. Select all positions you are interested in applying for and click Next Page



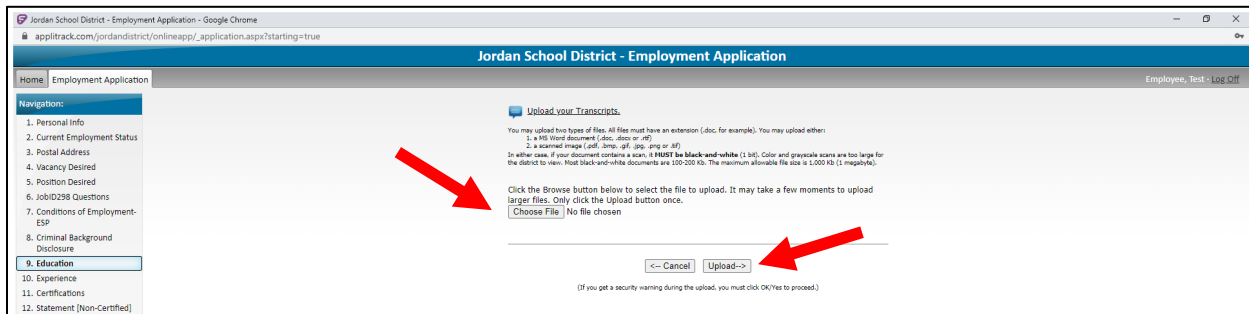
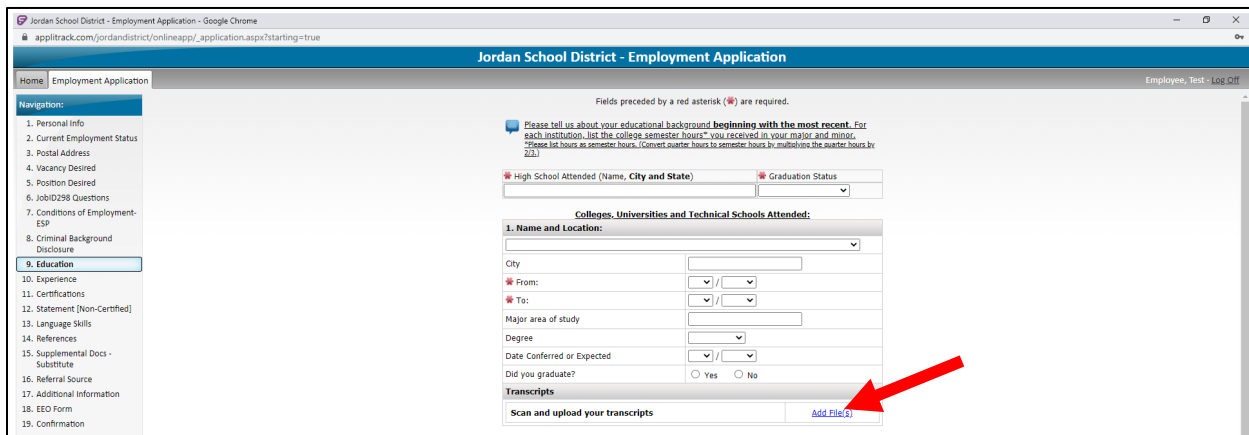
10. If you are interested in any other jobs that are not yet posted on our site, you can select those job titles here for notifications of future openings. Click Next Page when complete.



11. Each complete each page of the application by answering all questions and clicking Next Page to move through the application. Any questions marked with an * is a required question.



12. You can upload transcripts to the education page by clicking Add File(s). Uploading transcripts not required to submit your application but may be required later if you are hired.



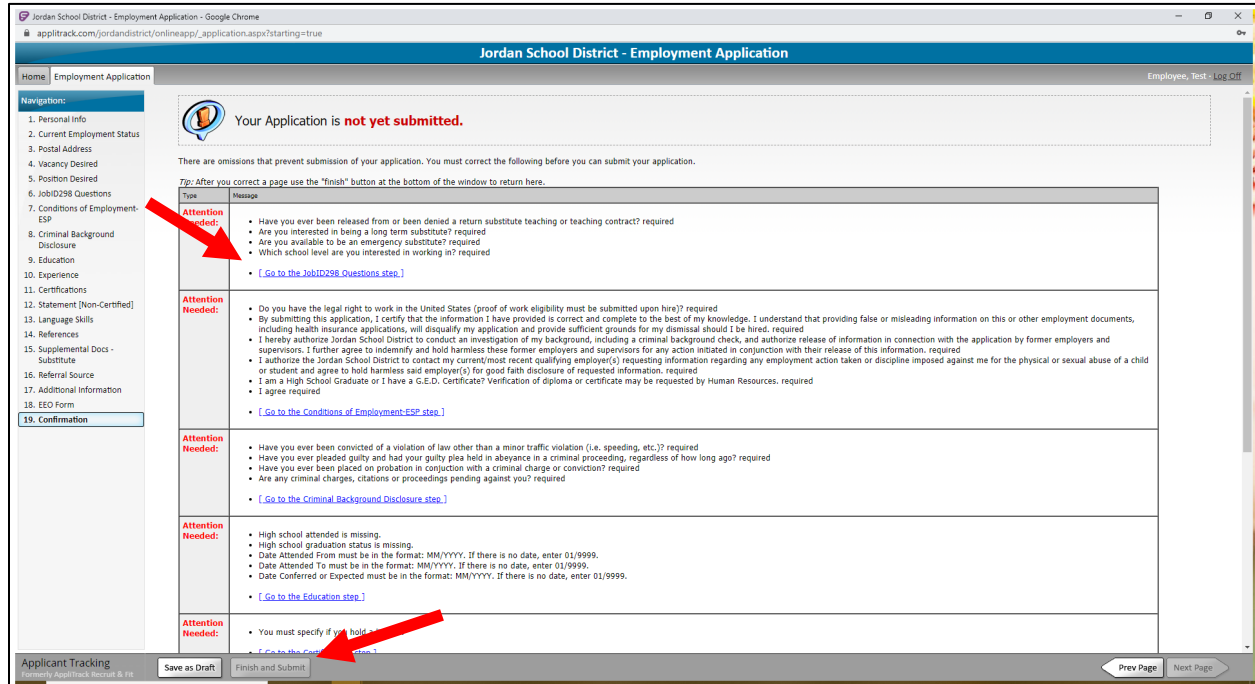
13. Only 1 reference is required. Both name and email address need to be entered.

The screenshot shows the 'References' section of the application. It includes a navigation menu on the left with '14. References' selected. The main content area has a heading 'Please fill in your professional references: (include only individuals who know of your work professionally.)' and a note 'Fields preceded by a red asterisk (*) are required.' Below this are two reference forms, 'Reference #1' and 'Reference #2'. Each form contains fields for Name, School/Org, Current Position, Relationship to Candidate, Years Known, Home Phone, Cell Phone, Work Phone, and Mailing Address. The 'Email' field in Reference #1 is marked with a red asterisk. At the bottom of the form, there is a 'Reference Letter' section with an 'Add File(s)' button. The footer of the application includes 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page' buttons.

14. Please attached a resume and any additional items you may have to the Supplemental Docs page. Only a resume is required to submit your application.

The screenshot shows the 'Supplemental Docs - Substitute' section of the application. A red arrow points to the 'Resume' section, which has a red asterisk next to it. Below 'Resume' are buttons for 'Add a File', 'Transcripts', 'Teaching License', and 'Additional Attachments', each with an 'Add a File' button. The navigation menu on the left shows '15. Supplemental Docs - Substitute' selected. The footer of the application includes 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page' buttons.

15. Once you have completed each page, the confirmation page will validate that everything is complete. If you have missed a step or a question, this page will link you back to that section to correct the problem or answer the question. If everything is complete, you will be able to click Finish and Submit.



If you have any problems with the application process, you can view online tutorials at <https://talent-help.frontlineeducation.com/hc/en-us> or call Human Resources at 801-567-8150.

Please remember that most correspondence is done through email.