#### How to Apply at Jordan School District

- 1. Go to <a href="https://employment.jordandistrict.org/apply/">https://employment.jordandistrict.org/apply/</a>
- 2. Click the Orange "Apply Here" button for the position type you are interested in.

Licensed APPLY HERE	Administrator APPLY HERE	Education Support APPLY HERE	Substitutes APPLY HERE	Substitutes APPLY HERE	Coaches APPLY HERE
Teachers	School Admin.	All other positions	Classroom	Special Ed.	Application
School Psych's	District Admin.	not listed:	Substitute	Nutr. Services	<u>Tutorial</u>
SLP's	<u>Application</u>	Admin. Assistant	Teacher	Transportation	
Specialists	<u>Process</u>	Assistant/Clerical	Application	Administrative	
*Requires Educator License		Custodial/Energy	Tutorial	Application	
Application		Facility Services		<u>Tutorial</u>	
Process		Information			
		Systems			
		Nurses			
		Nutrition Services			
		Transportation,			
		etc.			
		Application			
		Tutorial			

- 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"

ncies		Opening	gs as of 4/5/2021	
	Substitute Teacher			JobID: 298
DS ir Student	Position Type: Substitute/Substitute Teacher			0 🕂 🖂
te leacher	Date Posted: 3/4/2021			Print
i <u>S</u> ►	Location: Human Resources			
100	Closing Date: 06/01/2021			
	Job Description			
			C. Rark	
		Postings current as	of 4/5/2021 9:46:08 AM CST.	
		External		
	External Applicants	External	Internal Applicants	Internal
	Start an application for employment	Applicants	Internal applicants only.	Applicants
	USE passcodes sent to me	Click Lloro	View internal positions	

- 4. Select "Start" to being 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

	Jandan Sabaal District Employment Application	
Iome Employment Application		Login to Existing Application
lavigation:	Fields preceded by a red asterisk (🕷) are required.	
1. Personal Info	Please enter all required information.	
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	Other name under which transcripts, certificates, and former applications may be listed:	
	Other: V	
	(Title) (First) (Middle Initial) (Last) (Suffix)	
	Ine rollowing information is needed for you to continue your application at a later date.	
	(be sure to use your full Internet email address)	
	<ul> <li>Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue</li> </ul>	
	the application process at any step. You can return to complete an application up to 25 days later by clicking (Continue/modify my application for employment) and then entering	
	your email address and password.	
	<ul> <li>If you do not have an email address, click here to sign up for a free account with <u>yanoo</u> mail.</li> </ul>	
	* Email Address:	
	* Password:	
	Secret Question:	
	* Secret Question.	
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7. Select if you are a current employee with JSD and click Next Page



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

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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.

		ue	applitrack.com/jordandistrict/onlineapp/_application.aspx?starting=true
	ment Application	Jordan School District - Employn	
Employee, Test - Log			ne Employment Application
			igation:
	ings in the following areas,	If you are interested in <i>future openin</i> places check the positions is which you	Personal info
	you are interested.	Administration	Current Employment Status
	Admin on Special Acciment	Accountant/ Internal Auditor	Postal Address
	Administrator Auxilians Sons	Admin of Teaching and Learning	Vacancy Desired
	Administrator of Schools	Administrator Human Recourses	Position Desired
	Accordate Superintendent	Arristant Principal	JobID298 Questions
	Director Accounting & Burdgating	Consultant	Conditions of Employment-
	Director Communications	Director Applied Technology	ESP
	Director Evaluation. Research & Accthity	Director Custodial & Energy Services	Criminal Background
	Director Information Systems	Director Facility Services	Disclosure
	Director Nutrition Services	Director Insurance	Education
	Director Payroll	Director of Special Education	Experience
	Director Student Services	Director Purchasing	Certifications
	Health & Wellness Specialist	Director Transportation	Statement [Non-Certified]
	HR Administrator - Licensed	HR Administrator - Classified	Language Skills
	Network/Tech Services Manager	Jordan Educ, Foundation Administrator	References
	Psychometrician	Principal	Supplemental Docs - Substitute
	Systems/Programming Manager	Staff Assistant Admin Area	Referral Source
		Athletic Coach/Advisor	Additional Information
	Assistant Coach	Advisor	FEO Form
		Head Coach	Confirmation
		ESP - Admin, Asst/Clerical	
	Accounting Clerk	Accountant	
	Admin Asst Attendance HS	Accounting Lead	
	Admin Asst Attendance MS 12	Admin Asst Attendance MS 10	
	Admin Asst Registrar MS FT	Admin Asst Registrar HS	
	Administrative Asst. Mentor/Trainer	Admin Asst Registrar MS PT	
	Clerk Fixed Assets Senior	Clerk Fixed Assets	
	Clerk Special Programs 12	Clerk Special Programs 10	
	District Admin Asst I	Clerk Special Programs PT	
	District Admin Asst I PT	District Admin Asst I 10	
	District Admin Asst II PT	District Admin Asst II	
	District Admin Asst IV	District Admin Asst III	
	Health Services Coordinator	District Admin Asst V	
	Human Resource Asst II	Human Resource Asst	
	Human Resource Lead	Human Resource Asst Senior	

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.

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L. Personal Info	Heids preceded by a red astensk (🕷 ) are required.		
3. Postal Address	Please answer the guestions below.		
Vacancy Desired     Position Desired	Have you ever been released from or been denied a return substitute teaching or teaching contract?	⊖Yes ⊖ No	
5. Job/D298 Questions 7. Conditions of Employment-	If you have ever been a licensed educator, has your license ever been revoked, suspended or placed on probation?	⊖Yes ⊖No	
ESP	Are you interested in being a long term substitute?	⊖Yes ⊖No	
3. Criminal Background Disclosure	* Are you available to be an emergency substitute?	⊖Yes ⊖ No	
3. Education 3. Experience	Which school level are you interested in working in?	Elementary	
2. Statement [Non-Certified] 3. Language Skills		☐ High ☐ Special Schoole	
4. References	Do you only wish to substitute at a certain school location?	Ver O No	
5. Supplemental Docs - Substitute	If yes, what school(s)?	01680140	
5. Referral Source	n Jaar maar aanaala ji		
7. Additional Information			
3. EEO Form 9. Confirmation	Are you interested in substituting in a special education classroom? If you are interested in substituting at Kaun Soe Hamilton, River's Edge or South Valley, please apply using the septical education substitute positing.	⊖Yes ⊖No	
oplicant Tracking Save as Draft Finish and Submit			Prev Page Next Page

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.

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	Jordan School District - Employment A	Application	
Home Employment Application			Employee, Test - Log <u>Off</u>
Navigation:	Fields preceded by a red asterisk	: (🗮) are required.	
1. Personal Info	Please tell us about your educational background be	eginning with the most recent. For	
2. Current Employment Status	each institution. list the college semester hours* voi	u received in your major and minor.	
3. Postal Address	"Please list hours as semester hours. (Convert quarter hours to s 2/3.)	semester hours by multiplying the guarter hours by	
4. Vacancy Desired			
5. Position Desired	High School Attended (Name, City and State)	Graduation Status	
6. JobID298 Questions		~	
7. Conditions of Employment-	Colleges, Universities and Technic	al Schools Attended:	
ESP	1. Name and Location:		
8. Criminal Background		~	
Disclosure		;	
9. Education	city		
10. Experience	* From: /		
12. Certifications	₩ To:	<b>~</b>	
12. Statement (won-certined)	Major area of study		
14. Defenses	Degrae		
14. References	Degree		
Substitute	Date Conferred or Expected		
16. Referral Source	Did you graduate? O Yes	O No	
17. Additional Information	Transcripts		
18. EEO Form	Fran and unlead your transcripts	Add Block	
19. Confirmation	Scan and appoint your characterists	EMPLITUS(2)	
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1. Personal Info 2. Current Employment Status	You may upload two types of files. All files must have an extension (.doc. ! 1. a MS Word document (.docdocx or .tf) 2. a scanned imae. (adl .mor, .df .ioo, .ong or .8f)	for example). You may upload either:	
1. Personal info 2. Current Employment Status 3. Postal Address	You may upload two types of files, All files must have an extension (doc. 1 1. a MSU Word document (doc. doc. or .ntf) 2. a scenned mage (pdl, Amo, pd, jop, pro .stf) Dr. wither case, if your document conclusion account it HUST be black-and-	for example). You may upload either: white (1:bit), Color and grayscale scans are too large for maintenen disorbable file one is 1.000 Mr /r anothere)	
Personal info     Current Employment Status     A. Postal Address     A. Vacancy Desired	You may upload two types of files, All files mult have an extension (.doc. 1 . a Nd Word document (.doc. doc. or .et/l) 2. a scanned image (.gdl, .hmg, .gdl, .gdg, .gmg or .All 1. et altor case, if your document contains a scan, it NUST be black-and- the district to view. Nost black-and-white documents are 100-200 Kb. The	for example). You may upload either: white (1 bit). Color and grayesale scans are too large for maximum allowable file size is 1.000 kb (1 megabyte).	
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13. Only 1 reference is required. Both name and email address need to be entered.

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4. Vacancy Desired	Reference #1	
5. Position Desired	* Name:	
6. JobID298 Questions	School/Org	
7. Conditions of Employment-		
8. Criminal Background Disclosure	Current roship to Canadidate:	
9. Education	Years Known:	
10. Experience	Home Phone:	
11. Certifications		
12. Statement (Non-Certified)	Ceir mone:	
14. References	Work Phone:	
15. Supplemental Docs - Substitute	Mailing Address:	
16. Referral Source		
18. FEQ Form	w Email:	
19. Confirmation	Reference Letter Add File(s)	
	Reference #2	
	Name: Contraction Contraction	
	School/Org:	
	Current Position:	
	Relationship to Candidate:	
	Years Known:	
	Home Phone:	
	Cell Phone:	
	Work Phone:	
	Mailing Address:	
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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.

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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 <u>https://talent-help.frontlineeducation.com/hc/en-us</u> or call Human Resources at 801-567-8150.

#### \*Please remember that most correspondence is done through email.\*