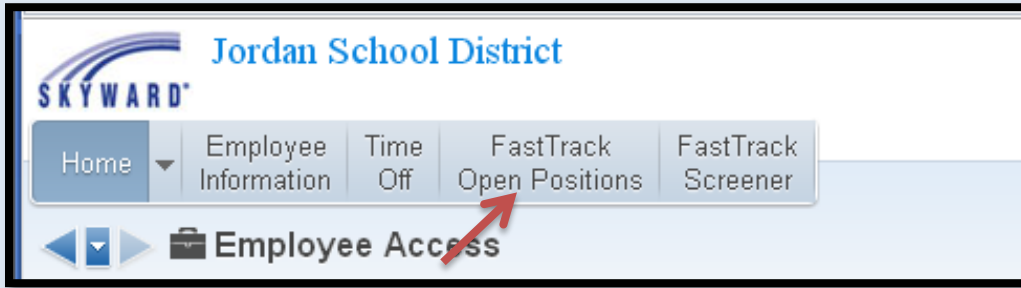# How to Apply at Jordan School District

Current Employees

1. View current open positions in Employee access under FastTrack Open Positions

New Applicants

1. Go to: https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/rappljoblst483.w

All Applicants

2. Click **"Click to view current job openings"**

3. Select desired position and click **"Apply for selected position"**

4. Log in as **existing user** or **create a new profile.**

The first time you apply, you must create a new log in.

You will receive an email when you create a new profile.

5. Click on the **"Add"** button for each section of the application.

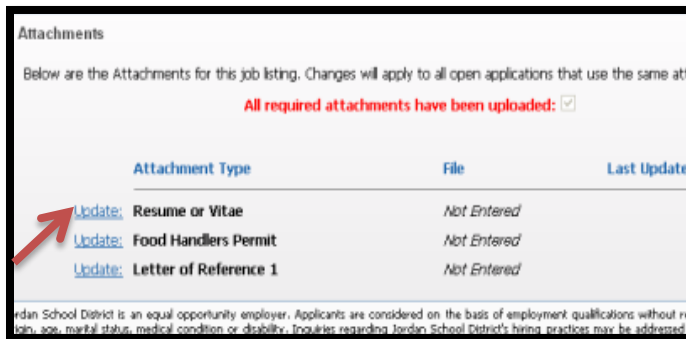Please enter as much information as possible.

6. After completing each section, check the **"I Have Completed This Information to the Best of My Abilities"** box and click **"Save".**
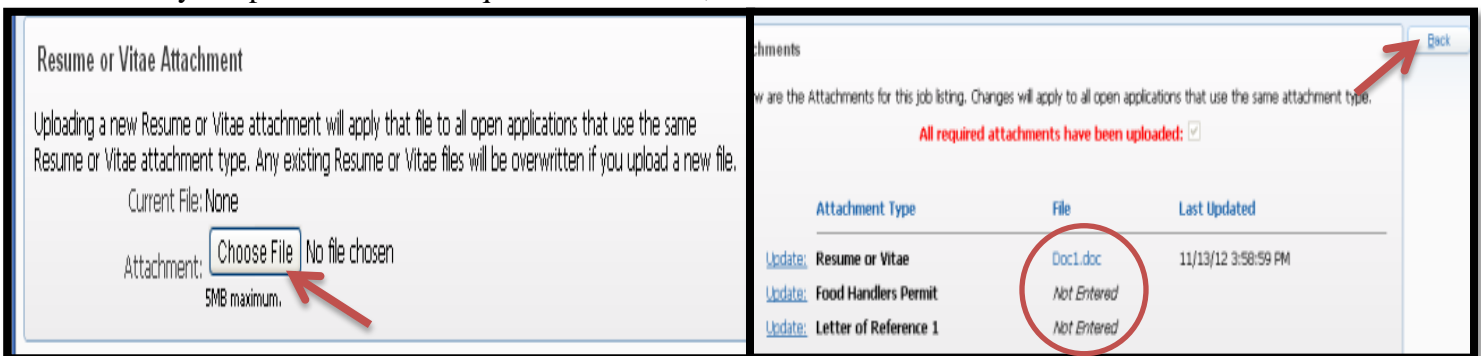
To add required attachments

7. Select **"Add"** in the Attachments section of the application.
8. To the left of the required attachment's name, select **"Update"**

Means attachment is required.

9. Select **"Choose File"** to browse for document on your computer.
10. After you upload all of the required documents, click **"Back"**

11. **After all sections of the application are showing Completed, click "Submit Application"**

If you do not click "Submit", you will not be considered for the position.

You will receive an email confirming your application was submitted.

12. After submission, the system will take you back to your profile. This profile will save your information for future applications and will also show any correspondence that Human Resources may send to you.
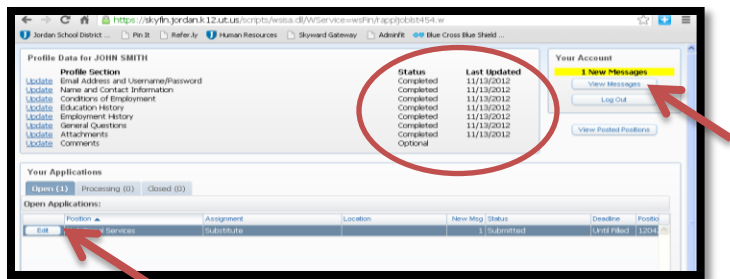
Please remember that most correspondence is now done through email.