Completing an Application

Applicants complete an employment application through their individual Applicant Tracking profiles. This profile allows them to review submission requirements, apply for jobs which match their interests, and save personal information related to current or ongoing applications.

The system records any updates made to these profiles and may issue an error if the applicant attempts to submit an application prior to completing the specified requirements for that position. These requirements may occasionally cause confusion for some users, and we recommend Admins review this article to ensure they have a thorough understanding regarding the applicant's job submittal process.

> Click a hyperlink below to jump to that topic:
>
> → **Home Tab**
> → **Employment Application Tab**
> → **Confirmation Page**

Home Tab

The applicant's initial "Home" tab notifies them of their current session progress. It marks any current yet incomplete vacancies as "Not Yet Submitted" and provides a date for any previously submitted entries. This information helps the applicant understand any pending application requirements and serves as a useful reminder for currently completed steps.

From here, the applicant can select the **Employment Application** tab to view potential jobs and submit an application.

Employment Application Tab

An applicant's previous selections provide visibility to certain pages within the "Employment Application" tab and determine the content required to submit an application. These sections address common job-related details, indicate job interests, and allow the applicant to apply for specific vacancies.

> **Note**: Each applicant must complete the steps found in the side navigation in order to submit an application. The entire process generally takes 30-60 minutes to complete, and applicants can save and return to their work at any time.

Keep in mind, Personal Information, Current Employment Status (if internal applications are enabled), Postal Address, Vacancy Desired, Position Desired (applicable to collect pooled applicants), and the Confirmation Pages appear by default. All other pages appear based on the current selections made by the applicant. If a selected job closes, the information associated with that JobID no longer appears in the side navigation. The system does not delete this information but merely removes it from the applicant's visibility as it is no longer required of the applicant at this time.

Two main focus points within this navigation list include "Vacancy Desired" and "Position Desired."

Vacancy Desired

The "Vacancy Desired" page lists all available jobs within the district and allows the applicant to click the checkbox beside any job for which they wish to apply. Just keep in mind, an applicant must first complete any required entries in the side navigation prior to submission.

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. **Vacancy Desired**
5. Position Desired
6. JobID108 Questions
7. Experience
8. Education
9. Education (cont.)
10. Certifications
11. Social Security Number
12. Student Teaching
13. MS Teaching Areas
14. Language Skills
15. Highly Qualified Teacher
16. HOUSSE Certification Page
17. Extracurricular
18. TeacherFit

Applicant Tracking
Formerly AppliTrack Recruit & Fit

Elementary School Teaching

⊟ **General**

☐ JobID 1332: 2nd Grade Teacher
Location: Others

⊟ **Art**

Action Required!

In order to be fully considered for this new selection you must:

- Complete any additional questions associated (Use the navigation or the "Next Page" button)
- Resubmit your application (click the "Finish and Submit" button).

OK

☐ JobID 1
Location:

⊟ **Gifted**

☑ JobID 1
Location:

How man... xperience do you have in similar positions? 0 years

⊟ **Music - V...**

☐ JobID 1...ic Teacher
Location:...Elementary

⊟ **Primary...1, 2, 3**

☐ JobID 11....st Grade Teacher
Location: Others

Save as Draft   Finish and Submit   Required!   Prev Page   Next Page

Position Desired

The "Position Desired" page allows Admins to create pools for certain positions and the applicants can then simply click the checkbox beside the desired position pool to associate themselves. These positions come from the "Edit Position List" within the "Setup" option in the applicant tracking side navigation, and the district determines which positions from this list appear within the "Position Desired" page.

If you are interested in _future openings_ in the following areas, please check the positions in which you are interested.

⊟ Administration

☐ Associate Principal ****Vacancy**** ☐ Associate Superintendent

☐ Athletic Director ☐ Director of Curriculum

☑ Guidance Counselor ****Vacancy**** ☐ Personnel ****Vacancy****
Select Experience: [0 years ⌄]

☐ Personnel Part 2 ☑ Principal ****Vacancy****
Select Experience: [4 years ⌄]

☐ Superintendent

⊟ Athletics/Activities

☐ Activity Sponsor ****Vacancy**** ☐ Athletic Director ****Vacancy****

☐ Athletic Trainer ☐ Coaching

⊞ Demo - Test Cat

⊟ Elementary School Teaching

☐ Art ****Vacancy**** ☐ Curriculum Resource Teacher

☐ Early Childhood ☐ ESL ****Vacancy****

Confirmation Page

Once the applicant selects a job from the "Vacancy Desired" page and clicks **Finish and Submit**, the system shows whether any areas are not yet complete within their application. These missing areas appear as either errors (for pending required information) or warnings (for optional details left blank).

Your Application cannot be updated.

There are omissions that prevent submission of your application. You must correct the following errors before you can submit your application.

Tip: After you correct the errors on a page use the "finish" button at the bottom of the window to return here.

Type	Message
Attention Needed:	• Date Attended From must be in the format: MM/YYYY. If there is no date, enter 01/9999. • Date Attended To must be in the format: MM/YYYY. If there is no date, enter 01/9999. • [Go to the Education step]
Attention Needed:	• Please check all work schedules that are acceptable: required • [Go to the Work Schedule step]

The applicant must correct any errors and click **Finish and Submit** once more to return to the completion page.

If no additional errors appear, simply click **Submit Application** to complete the process.

Please read the following before submitting your Application:

• You should print preview your Application. You may need to download Adobe Acrobat if the print doesn't work. this is what hiring administrators will see.

• If you do not wish to submit your Application yet, click save as draft.

• If you want to mark your Application as 'completed' and submit it to District 123 for review, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link, to continue working.

• Upon submission, your application will become active in our files. You will be notified by email when your application expires so that you can log in and re-activate if you wish.

Submit Application

The Applicant Tracking feature then provides a confirmation page with submittal details as a final submission summary.

Finished!

Your Application was submitted to Recruiting & Hiring Certification District. You will receive an automated confirmation email momentarily.Be sure to read it as it may contain further requirements regarding your candidacy.

Note: The email is sent from mailbot@applitrack.com. Depending on your email settings, you may need to add it to your "Allowed Senders" list or it may be deilvered to your junk mail folder.

Show/Hide Email Text

This message confirms submission of your online Application to District 123, at 12/12/2021 9:16:17 AM Central Time. Please review the messages and summary below.