

# JOB APPLICATION

---

Naviance Student

# Lesson Tasks

Review the guidelines for obtaining, completing and turning in an application

Complete EPS online job application

# APPLICATION TIPS & TRICKS

---

# Picking up Applications

**If you are applying for a job in person here are some important things to remember:**

- Go by yourself
- Take a shower beforehand, clean your nails, use deodorant, use breath freshener, and take out ALL piercings (except ears)
- **DO NOT** smoke, wear clothes that smell of smoke, or chew gum
- Dress a little more formally than how employees dress at the company
- **DO NOT** wear hats, jeans, tank tops, shorts, sandals, revealing clothes
- Ask for 2 copies (this is in case you make a mistake)

# Completing Applications (written)

1. Use blue or black ink
2. Write legibly
3. Read through entire application and follow all directions
4. If you do not have an answer to a prompt write N/A (not applicable)
5. Have all important information ready.
  - Personal info: license numbers, social security number, Food Handlers card
  - Dates and addresses of all previous employers
  - Names and address of all schools attended
  - Names, addresses, and phone numbers of at least three (3) references
6. **DO NOT** say “fired” to explain why you left a job. Instead use something like “better job opportunity” or “returned to school”.
7. If asked for a desired salary, write “open” or “negotiable”.

**\*PROOFREAD, PROOFREAD, PROOFREAD\***

# Completing Applications (electronically)

- You are typically allowed to complete the application in several steps. You do not have to complete all the steps in a single session.
- The application consists of multiple steps and could take at least 30 - 60 minutes to complete.
- Check to see if you are able to stop or pause your application, without losing any work and check to see if there is a set number of days you can return to complete your application.
- Your application will be considered "in process" until you complete and submit it.
- All fields marked with the red asterisks are required.
- Do not type in ALL CAPITAL LETTERS.

**\*PROOFREAD, PROOFREAD, PROOFREAD\***

# Before Turning in Your Application

Make sure you have a phone number, email, and voice mail where you can receive messages

Keep a clean copy of your application for your records

Make sure the application is not crinkled, stained, or bent

Bring a copy of your resume and reference list to hand in with the application

Make sure to hand it into a manager/supervisor

# After Turning in Your Application

If you haven't heard back within 5-7 days, call and inquire about the application process and timeline.

If you did not get the job or they aren't taking any new applicants at this time, ask if your application will be kept on file and/or if they foresee having more openings in the future?



# COMPLETING AN ONLINE APPLICATION

---

# Application Process

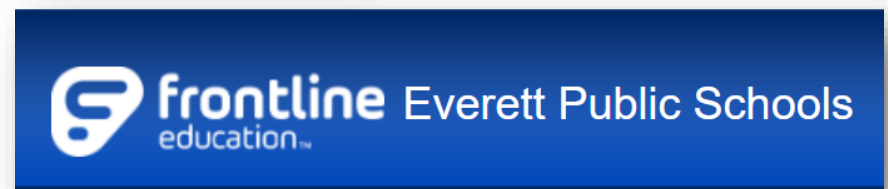
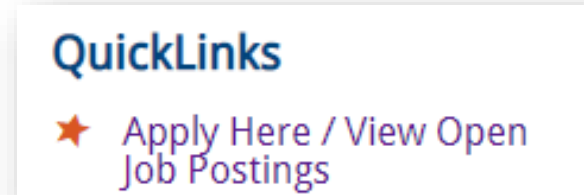
In this lesson you will complete an actual online job application through Everett Public Schools (EPS).

## **Things to know:**

- The job has been specifically created for the CCRS classes.
- Only CCRS students may apply.
- Your application may be used in the future for other EPS jobs that become available.

# Getting Started

1. Go to Everett Public Schools Website ([www.everettsd.org](http://www.everettsd.org))
2. Click **Employment**
3. Click **Apply Here**



# Creating an Account

Scroll down to the bottom of the page

Click **Start an application** to begin

Click **START**

## Applicants & Volunteers



New Applicants  
Current EPS substitutes  
Volunteers

[Start an application](#)

[Use passcodes sent to me](#)

[Log in](#) ►

Everett Public Schools - Employment Application

Home Employment Application Login to Existing Application




### Welcome, New Applicant!

Please proceed for Employment as well as Volunteer Applications with Everett Public Schools

Please carefully review the following information regarding our online application process.

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.**
- The application consists of multiple steps and will take 15-20 minutes for a volunteer application and at least 30 - 60 minutes for an employment application. You can stop at any time, without losing any work. You can return to complete your application up to 25 days later.
- Your application will be considered "in process" until you complete and submit it. **The school district will have the ability to view it, even if you do not complete it.**
- All fields marked with the red asterisks are required.
- Do not type in **ALL CAPITAL LETTERS**.

Activities for you:

-  **START**  
begin the process
-  **LOGIN**  
to existing account
-  **IMPORT**  
from another account

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to Everett Public Schools.

# Application Process

You do not have to complete your entire application in one sitting.

After you have worked on your application, click **Save as Draft** so you can log in again to add to your existing application.

*(\*Note that if you save and return, your application is not submitted until all parts are complete.)*

## Activities for you:



### EDIT

edit your materials



### IMPORT

from another account

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to Everett Public Schools.



### PRINT

print your materials



Your application is **not submitted**.

No documents attached to your application

Applicant Tracking  
Formerly AppliTrack Recruit & Fit

Save as Draft

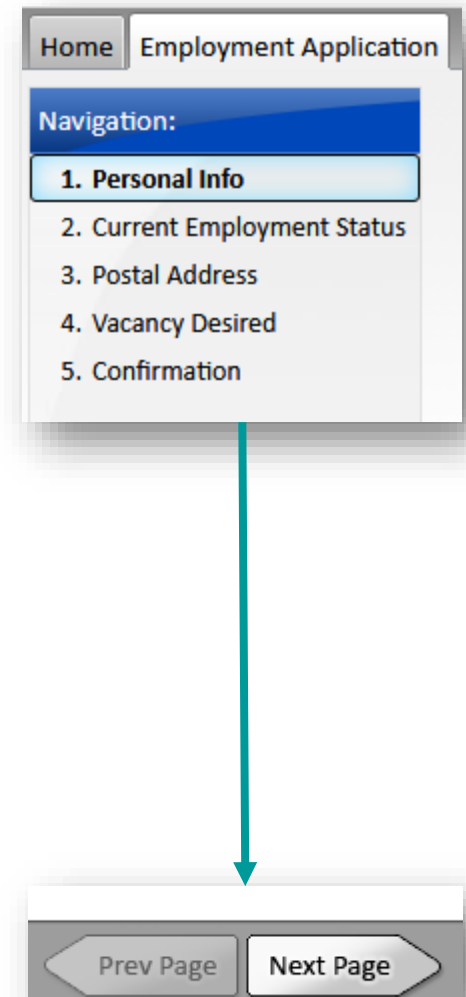
Finish and Submit

# Getting Started

Complete the **Personal Info** section

Make sure your first and last name matches your teacher's attendance list so there is an accurate record when the application is complete.

Click **Next Page** to move to the next section of the application.



# Current Employment Status

Complete the **Current Employment Status** section

Select **No**, I am not a current employee

Please enter all required information.

Are you currently an employee of Everett Public Schools?

- **Substitutes** must select "No" for employee choice. Both regular and long term substitutes are not considered internal and are ineligible for internal positions.
- **Non continuing** teacher employees must select "No" for employee choice.
- **Volunteer** applicants should select "No" for employee choice.

☒ No, I am not currently an employee of Everett Public Schools

☐ Yes, I am currently an employee of Everett Public Schools

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 Everett Public Schools.

Home Employment Application

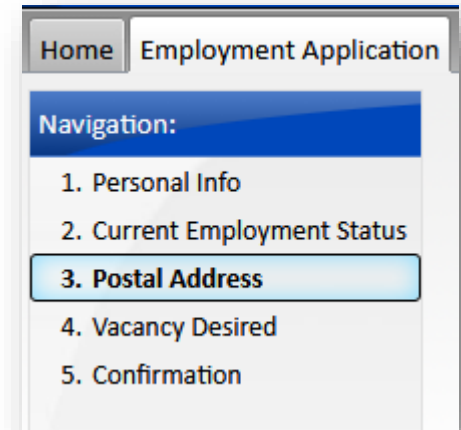
Navigation:

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

Prev Page Next Page

# Providing Your Address

Complete the **Postal Address** section



A screenshot of a web application's navigation menu. At the top, there are two tabs: 'Home' and 'Employment Application'. Below the tabs is a 'Navigation:' section with a list of five items. The third item, '3. Postal Address', is highlighted with a blue background and a black border. The other items are '1. Personal Info', '2. Current Employment Status', '4. Vacancy Desired', and '5. Confirmation'.

Navigation:
1. Personal Info
2. Current Employment Status
<b>3. Postal Address</b>
4. Vacancy Desired
5. Confirmation



Two buttons for page navigation. The first button is labeled 'Prev Page' and has a left-pointing arrow. The second button is labeled 'Next Page' and has a right-pointing arrow.

Prev Page	Next Page
-----------	-----------



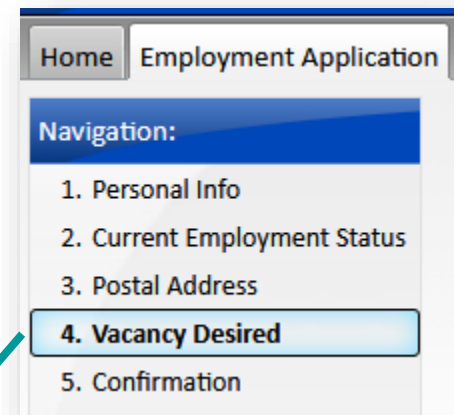
# Locating the Job Number

Complete the **Vacancy Desired** section

Click the **search for jobs** link

Type in **CCRS** in the **Title Contains:** box

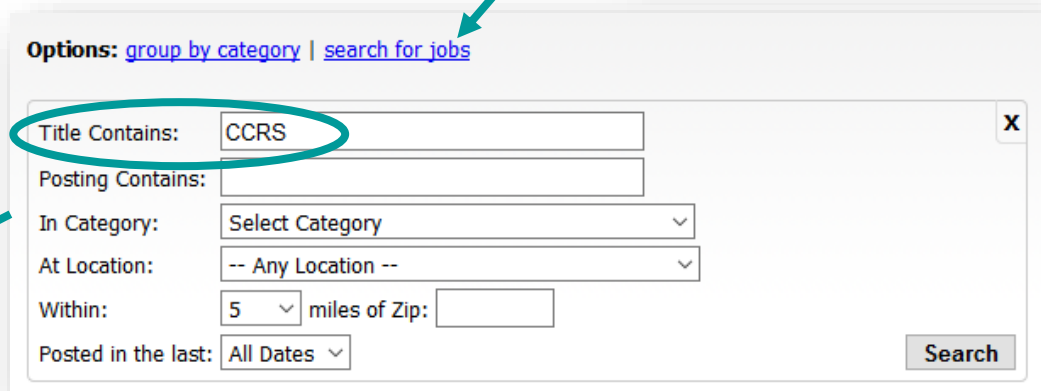
Select **JobID 1439**



Home | Employment Application

Navigation:

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



Options: [group by category](#) | [search for jobs](#)

Title Contains:

Posting Contains:

In Category:

At Location:

Within:  miles of Zip:

Posted in the last:

☐ [JobID 1439: CCRS STUDENTS ONLY CAN APPLY Para - Basic Ed](#)  
Location: Community Resource Center

# Review Job Description

Select the **Years of Experience** from the drop down menu

Click the link to the job

Click [HERE](#) to view the full job description.

Options: [group by category](#) | [search for jobs](#)

**Community Resource Center**

☒ [JobID 1439](#): CCRS STUDENTS ONLY CAN APPLY Para - Basic Ed  
Location: Community Resource Center

How many years of experience do you have in similar position?

[Prev Page](#)[Next Page](#)

# Adding References

Under the **References** section you will need to provide three in total.

Add your **teacher** to **all three**. *(This will notify them via email that this section is complete.)*

Home Employment Application

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
- 5. References**
6. Additional Information
7. Substitute Interest
8. Language Skills
9. Experience
10. Education
11. Paraeducator/Office (including subs) Requirements
12. Certification / Licensure (Classified)
13. Supplemental Materials [Classified]
14. Background Disclosure
15. Background Disclosure (2)
16. EEO Form
17. Referral Source
18. JobFit
19. Confirmation

Please provide current employer references below.

Please provide a minimum of three current references, including supervisors who can be contacted to provide information regarding your experience, knowledge and abilities for the position. Employment references are preferred.

Email addresses are required as reference surveys will be automatically emailed when your application is submitted. Reference surveys are returned electronically and will not be viewable by you.

If you are updating a previously submitted application and want a reference survey sent to someone you already listed, you can re-send the survey below.

Reference forms more than two years old are not acceptable and need to be updated

The Everett Public Schools automatically sends a confidential online survey to all references. You are required to provide an email address for each reference listed.

Reference #1	
Name:	<b>CCRS Teacher Name</b>
School or Organization	<b>Your School Name</b>
Relationship to Candidate:	<b>CCRS Teacher</b>
Years Known:	
Cell Phone:	
Work Phone:	
Email:	

**Reference Survey Status**

Reference survey not sent. Surveys will be sent upon application completion. Or, you can [Send Survey Now](#)

# Sections 6 - 9

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. References
6. Additional Information
7. Substitute Interest
8. Language Skills
9. Experience
10. Education
11. Paraeducator/Office (including subs) Requirements
12. Certification / Licensure (Classified)
13. Supplemental Materials [Classified]
14. Background Disclosure
15. Background Disclosure (2)
16. EEO Form
17. Referral Source
18. JobFit
19. Confirmation

**Additional Information**, is optional to complete.

In the **Substitute Interest** section, choose **Yes** or **No** based on your preference.

In the **Language Skills** section, choose **Yes** or **No** and complete the skill level if known.

In the **Experience** section, list your most recent employment. If you do not have employment, enter that you are a **student** and include your school information.

# Sections 10 - 12

## Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. References
6. Additional Information
7. Substitute Interest
8. Language Skills
9. Experience
- 10. Education**
- 11. Paraeducator/Office  
(including subs)  
Requirements**
- 12. Certification / Licensure  
(Classified)**
13. Supplemental Materials  
[Classified]
14. Background Disclosure
15. Background Disclosure (2)
16. EEO Form
17. Referral Source
18. JobFit
19. Confirmation

In **Education**, type **High School Diploma** and choose **H.S. Diploma** from **Graduation status**.

In the **Paraeducator/Office** section, choose **Yes** or **No** based on your preference and upload the **Demo Diploma** located on the HSBP Lessons GR 12 page in **Naviance Student**.

The **Certification/Licensure** section is optional. Only select check if relevant.

# Required Documents

In this section, add the **Cover Letter** and **Resume** you already completed. *(For this assignment it is okay to provide your class resume and cover letter even if it is not related. This would not be the same if this was an actual job application.)*

You will not need your **transcript** or any other **optional documents**.

[Home](#) [Employment Application](#)

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. References
6. Additional Information
7. Substitute Interest
8. Language Skills
9. Experience
10. Education
11. Paraeducator/Office (including subs) Requirements
12. Certification / Licensure (Classified)
- 13. Supplemental Materials [Classified]**
14. Background Disclosure
15. Background Disclosure (2)
16. EEO Form
17. Referral Source
18. JobFit
19. Confirmation

A complete application requires that supplemental documents be included. Please electronically attach the document files (résumé, scanned transcripts, copies of credentials, etc.) to your application/profile. Supporting documents do not have to be uploaded prior to submitting your application. Click on "Next Page" at the bottom of the Supporting Documents page and continue through the application.

#### Required documents:

- Certificates / Licenses - (if applicable)
- Cover Letter - Letter introducing yourself including skills, knowledge and abilities, as well as special interests. Only one letter of introduction is required per calendar year.
- Résumé - Chronological history of education and work experience.
- Transcripts - (if applicable)
- Three reference survey forms - these will automatically be e-mailed to all references indicated on your application under "Professional References". Email addresses are required for references.

#### Optional documents:

- Letters of Recommendation / Placement File
  - a. Professional letters of recommendation may be obtained from anyone who can provide information regarding your teaching experience, professional work experience, and/or educational preparation.
  - b. Placement File must be submitted directly to Human Resources, and cannot be uploaded.

[Prev Page](#)[Next Page](#)

# Continue to Complete

Complete the remaining steps of the **Employment Application**.

The **Confirmation** page will allow you to view any incomplete sections and return to finish.

Click **Finish and Submit** to complete your application.

Home Employment Application

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. References
6. Additional Information
7. Substitute Interest
8. Language Skills
9. Experience
10. Education
11. Paraeducator/Office (including subs) Requirements
12. Certification / Licensure (Classified)
13. Supplemental Materials [Classified]
14. Background Disclosure
15. Background Disclosure (2)
16. EEO Form
17. Referral Source
18. JobFit
19. Confirmation

Applicant Tracking  
Formerly AppliTrack Recruit & Fit

Save as Draft Finish and Submit

TASK COMPLETION...

---



# Complete the Lesson Task...

To complete the lesson you will upload your job application confirmation email/screenshot or other documentation of the **#1439** job application submission to the **Task – Upload Documentation of Application Submission** in Naviance Student.

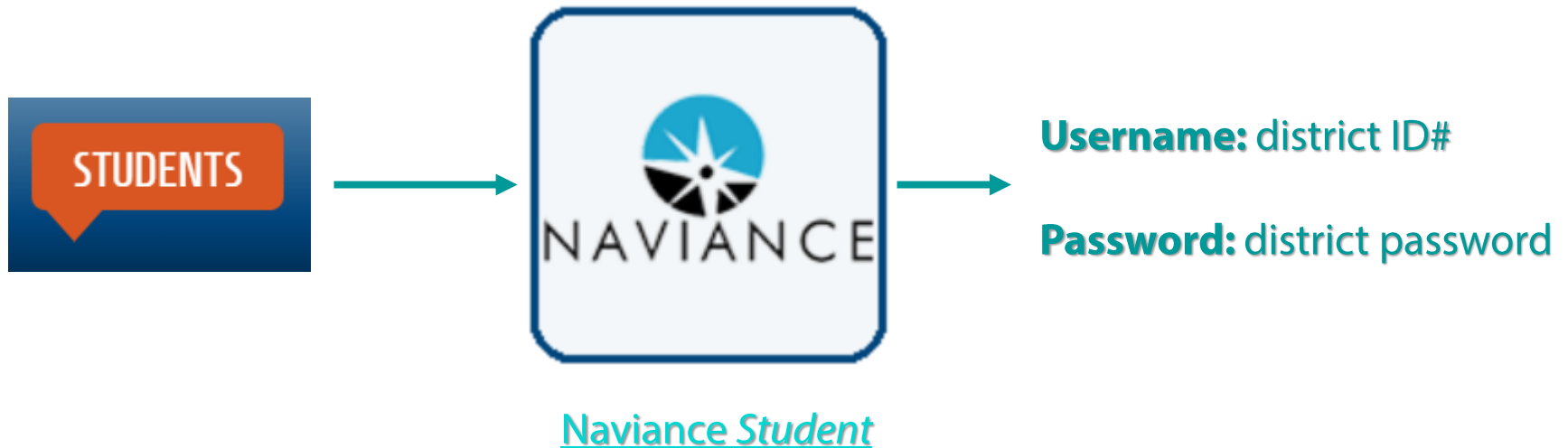
*(\*The following slides will walk you through the process of uploading to a task)*

# Log in to Naviance Student

Click **Students** from school website

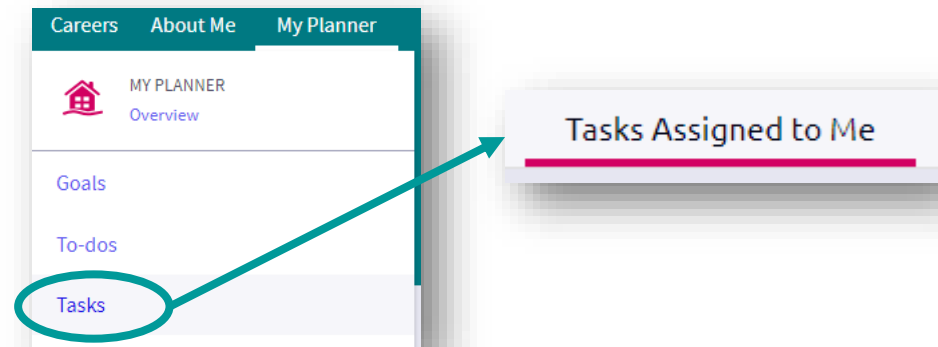
Click **Naviance** button

Log in with district ID# and password

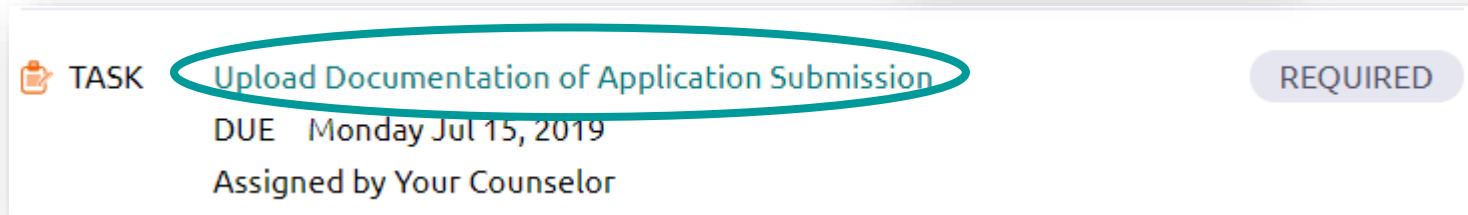


# Uploading to a Task

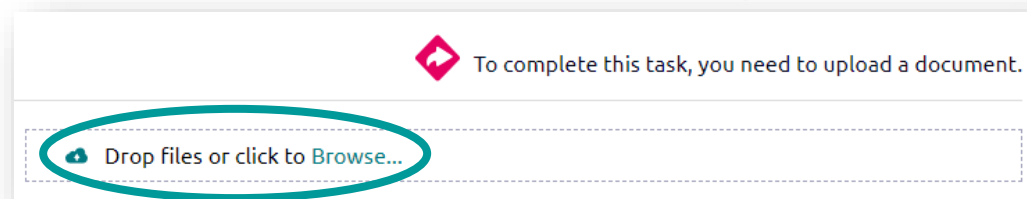
To access your journal click **My Planner > Tasks**  
**>Tasks Assigned to Me**



Click the title of the task



Click **Browse...** to locate the documentation of your application submission.



# Stay Up to Date by Following...

@EPSNAV



epsnav



- Get the most current updates on *colleges, careers, scholarships, financial aid, etc.* without logging in!
- Instant notifications and *Naviance Student* information comes directly to you!

# Naviance Questions?

If you have any questions, please contact [naviance@everettsd.org](mailto:naviance@everettsd.org).

Be sure to provide your name and school.

To check messages sent to you through Naviance *Student*, login and click the icon for your **messages** in the upper-right corner.

