

ASD Job Applications: Applicant User Guide



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Welcome to the Anchorage School District

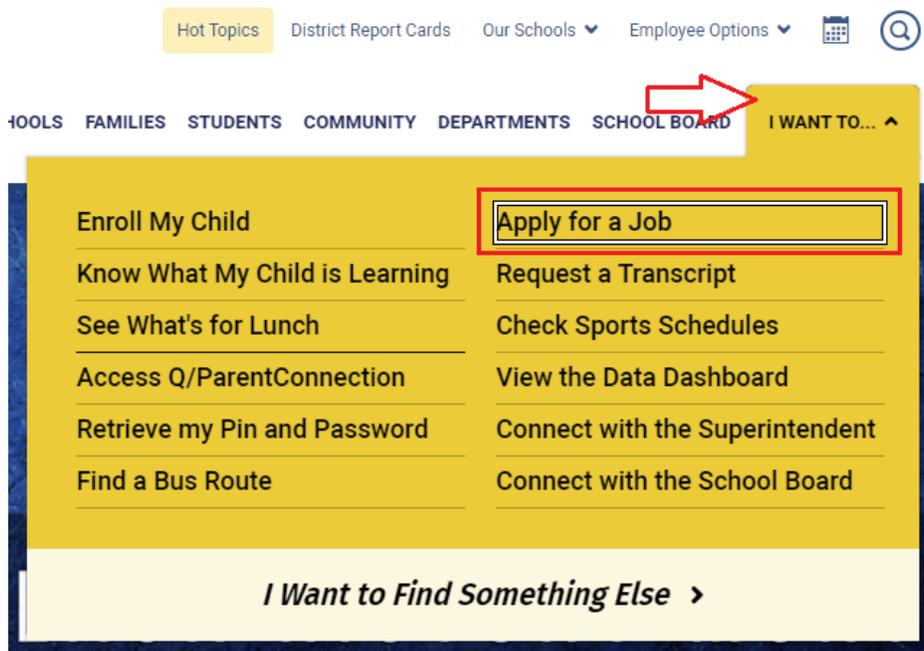
The following pages are a reference for both new applicants and ASD employees interested in positions with the Anchorage School District.

All of ASD's positions are advertised on our website, www.asdk12.org/workforasd. When applying, you will be applying through our Frontline Recruiting & Hiring system. Both members of the public and current employees interested in positions in ASD apply through this system. If you are in need of assistance, please feel free to call us at 907-742-4115. We would also be pleased to greet and work with you in person at the Talent Management front counter, 5530 E Northern Lights Blvd.

Finding Information on Jobs

Information on working for Anchorage School District as well as current position vacancies are viewed online on the [ASD website](#).

1. On the homepage, look at the right for the yellow menu button labeled *I WANT TO*.
2. Click on the words *Apply for a Job*.
3. Or you can go to the [Work for ASD website](#) directly, at www.asdk12.org/workforasd.



Work For ASD Page

On the Work for ASD page, links in the left side bar contain general information on working for the Anchorage School District. Each area has an overview of the types of positions that support our district and the benefits we offer our regular employees.

When you are ready to view our openings and apply, scroll down to the section with the header *Apply for a Job*. You will see several buttons.

- Internal positions: Click *View positions open to internal applicants* to see all open ASD vacancies.
 - Positions marked with the red internal only note are only open to ASD employees who are currently working in that position's associated bargaining unit.
- External positions: Click *View positions open external applicants* to view ASD vacancies that are open to any qualified applicant.
- To view a basic list of open positions, click the link *View or print a list of open positions*.
- If you have applied with us before and want to update your profile or already know which job you wish to apply for, click *Create or edit an application* to log into your profile.
 - Enter the email address and password you used when you previously applied. If you wish to use a new email address, you may change it after logging in with the previous email as your username.

Apply for a Job

If you currently work in a position associated with an ASD bargaining unit, please click the internal applicants button below to view currently open positions. If you are currently an ASD substitute, temporary, or not an ASD employee, please click the external applicants button to view currently open positions.

Current AEA staff who are interested in transfer, who have been informed by their principal that they are displaced, or who are returning from leave should click View Positions Open to Internal Candidates. Click the link to open AEA Transfer Requests and then click the red Apply button to the right of the job title that applies to your situation.

[View positions open to internal applicants](#)

[View positions open to external applicants](#)

[Create or edit an application](#)

[View or print a list of open positions](#)

Do you need assistance filling out an application? We're available to help!
Please visit us at 5530 E Northern Lights Blvd, Anchorage, AK 99504, or call us at 907-742-4115.

Viewing Job Postings

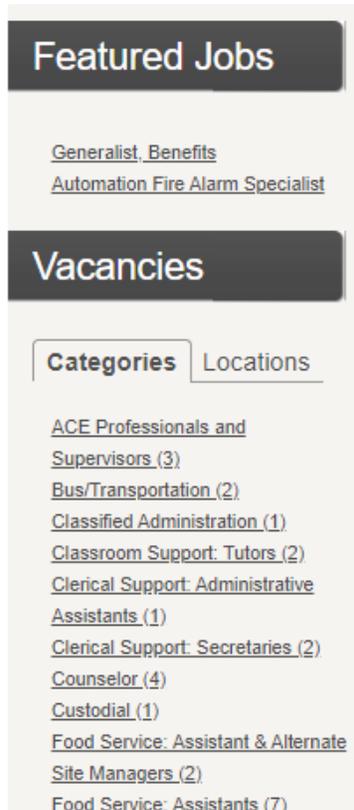
There are two ways to view open positions:

- Clicking the blue *View positions open to internal applicants* button will display all positions currently open, including internal only.
 - Positions with a red (Internal Only) note are currently only open to ASD employees who already work in that bargaining unit.

Teacher Assistant (Internal Only)

- Clicking the blue *View positions open external applicants* button will filter the list to only display positions open for anyone to apply.
 - Positions without the red (Internal Only) message are open to any qualified applicant who wishes to apply.

On the jobs listing page, the sidebar at the left shows both featured jobs and the different categories of jobs. The categories show how many vacancies are open in that category.



The screenshot shows a sidebar with two main sections: 'Featured Jobs' and 'Vacancies'. The 'Featured Jobs' section lists two job titles: 'Generalist, Benefits' and 'Automation Fire Alarm Specialist'. The 'Vacancies' section has two tabs: 'Categories' (selected) and 'Locations'. Below the 'Categories' tab is a list of job categories with their respective vacancy counts in parentheses:

- [ACE Professionals and Supervisors \(3\)](#)
- [Bus/Transportation \(2\)](#)
- [Classified Administration \(1\)](#)
- [Classroom Support: Tutors \(2\)](#)
- [Clerical Support: Administrative Assistants \(1\)](#)
- [Clerical Support: Secretaries \(2\)](#)
- [Counselor \(4\)](#)
- [Custodial \(1\)](#)
- [Food Service: Assistant & Alternate Site Managers \(2\)](#)
- [Food Service: Assistants \(7\)](#)

Clicking on a category shows a list of open positions in that group. The main header shows the title, date posted, and work or department location.

- To view the entire job description, click *Show/Hide* at the bottom of the posting summary. It will expand to show the vacancy's pay, work year, minimum qualifications, and job duties. Click the link again to hide the description.
- To apply for a position, click the red *Apply* button in the upper right corner of the vacancy summary. This will open a window to either create a new application or log into your existing profile.

Teacher Assistant, Special Education ASL/English	JobID: 5428 Apply
Position Type: Teacher Assistants/Teacher Asst, Spec Ed ASL/English	◀ 0 + ✉ 🐦 📘
Date Posted: 1/13/2020	Email To A Friend Print Version
Location: AK STATE SCHOOL DEAF/HARD HEAR	
Closing Date: Open until filled	
Additional Information: Show/Hide	

Additional Information: Show/Hide
Bargaining Unit: TOTEM Work Year: 9 months Work Day: 7.0 hours per day FTE: Full time, .875 FTE Salary: T-10, \$14.87 - \$16.00 Per Hour, DOE
Job Summary The role of the Special Education Teaching Assistant ASL/English is to provide direct instructional and support services to deaf and hard of hearing students who require a visual sign language to access instructional information. The position has a retirement association with the Public Employees' Retirement System (PERS).
Job Requirements The following are required: 1. A high school diploma or equivalent.

Filling Out the Application

After clicking Apply on the job description, a new window will open to start or log into your application. There are several options on the application login screen:

- **Start:** Creates a new profile and application for applicants who have never applied for Anchorage School District using Recruiting & Hiring.
- **Login:** Allows applicants who applied with Anchorage School in the past to log in and update their profile and/or apply for another job. Note that returning applicants should review any existing information and update it as needed.
- **Import:** Allows new applicants who have previously applied to a different school district that uses the Recruiting & Hiring/AppliTrack system to import basic information into their new ASD profile. Note that this option only brings over basic information that is the same in both systems.



START
begin the process



LOGIN
to existing account



IMPORT
from another account

System Basics

- When completing each section, make sure to click *Next Page* at the bottom right so that the system will accept your information and move you forward in the application.



- You may save your application at any time in the process by clicking *Save as Draft*. When you return later, click LOGIN and enter your email address and password.
 - Note that after 30 days the system will automatically delete any unfinished application if it has never been submitted.



- Questions with a red asterisk  are required. When you have finished answering all of the questions, click *Finish and Submit*.



Non ASD, Temporary, Substitute, or Out of Bargaining Unit Applicants

Applicants who are new to ASD, a current temporary or substitute employee, or who are applying for a job that is not in your current position's bargaining unit will fill out the full, or external, application.

1. To begin, click START or LOGIN. Either enter your personal information or update it. The email address you enter will become the username for your profile. Remember this email and password so that you can log in again in the future.
2. On the first page, enter your name and basic contact information:
 - a. Your email address.
 - b. A password. This will allow you to save a partly completed application and come back to it later, or to apply for additional positions in the future.
 - c. Choose a secret question and type in the answer. This will help you to log in to your account if you forget your password.
3. Click the *Next Page* arrow at the bottom right of the screen to continue.

Anchorage School District - Employment Application

Home | Employment Application | Test Rigby, Eleanor · Log Off

Navigation:

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

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

Please enter all required information.

Name: [Title] Eleanor [First] B [Middle Initial] Test Rigby [Last] [Suffix]

Other name under which transcripts, certificates, and former applications may be listed:

Other: [Title] [First] [Middle Initial] [Last] [Suffix]

The following information is needed for you to continue your application at a later date.

- Your email address will be used to communicate with you. (be sure to use your full Internet email address)
- Your password prevents others from viewing your application. Choose any password you

Applicant Tracking Formerly AppliTrack Recruit & Fit

Save as Draft Finish and Submit Prev Page Next Page

4. On the second page, choose *I am currently a member of the public...*
 - a. At this point, at the bottom of the page you will see the option *Save as Draft*. Clicking this option allows you to save your application with the information you have already filled out. You can return to the application later to finish it. However, the application has not yet been submitted—you have not yet applied for a position.

Anchorage School District - Employment Application

Home | Employment Application | Test Rigby, Eleanor · 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.

What is your current employment status with Anchorage School District?

I am a temporary or substitute employee, a current regular employee applying for a position in another bargaining unit, or not an employee of the Anchorage School District.

I am a regular employee of the Anchorage School District and applying for a position within my position's same bargaining unit.

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 Anchorage School District.

Applicant Tracking Formerly AppliTrack Recruit & Fit

Save as Draft Finish and Submit Prev Page Next Page

- On the next page, fill in your mailing address under Permanent Address. If you are temporarily receiving your mail at another address, enter this second address under Present Address. Click *Next Page* to continue.

- The Vacancy Desired page lists jobs that are currently open. If you wish to see more information on the position, click the job ID number. It will open the job description.
- Check the box next to the job or jobs in which you are interested.
 - A box may pop up with instructions to be sure to fill out all of the new pages that have been created. Click *Ok* to continue.
 - If you wish to withdraw your application from consideration or have applied for a particular job in error, uncheck the box and resubmit. If the position has already closed, please contact HR Talent Management at 907-742-4115.
- Some positions require a certain amount of experience. After clicking the box, a question and drop down menu may pop up asking how many years of experience you have. Click the menu to choose the number of years.
- Click the next page arrow at the bottom to continue. You may have to click it several times to scroll through the list of vacancies before the application moves to the next page.

10. The Position Desired page lists the titles of **educator/teacher** jobs that we often hire for. Only those marked ****Vacancy**** in red currently have openings. Check the box for any position title you are qualified for and would like to be considered for if a job opens in the future.

Certificated Content Areas: If you are interested in certificated content areas, please select the content areas of interest.

Counselor

Counselor: 7-8 Counselor: 9-12

Counselor: K-6 ****Vacancy****

Food Service: Assistants

Temporary Student Intern, Student Nutrition

Job Share (ASD Elementary Teachers Only)

Job Share: K-6

Librarian

Librarian: 6-8 Librarian: 9-12

Librarian: K-6

Nurse: School Nurse

Nurse: K-12 ****Vacancy****

Principal: Assistant Middle Level & Senior High

11. On the next page, enter information on your previous job experience.

Please list all work experience, beginning with the most recent. Please be certain to include job duties, as they will be used in determining qualification.

1. Current or Most Recent Position Held [Delete Employer](#)

Employer Name: Northern Air Cargo

Position Title: Budget Analyst

Employer Contact Information

Street:

12. On the Reference page, please enter the name and contact information of any references.
- For certificated educator positions, please be sure to enter an accurate email address. The reference will receive an emailed reference survey. Please have the reference complete the reference form.
13. On the next few pages, enter your education, certifications, and additional skills.

Please tell us about your educational background **beginning with the most recent**. For each institution, list the college semester hours* you received in your major and minor. *Please list hours as semester hours. (Convert quarter hours to semester hours by multiplying the quarter hours by 2/3.)

High School Attended **Graduation Status**

Test High School H.S. Diploma

City: State:

Plymouth MN

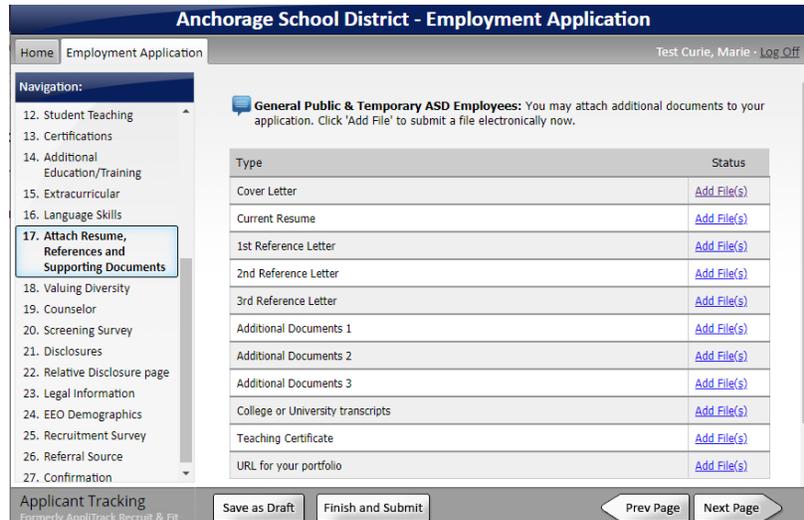
Colleges, Universities and Technical Schools Attended:

1. Name and Location: [Delete Institution](#)

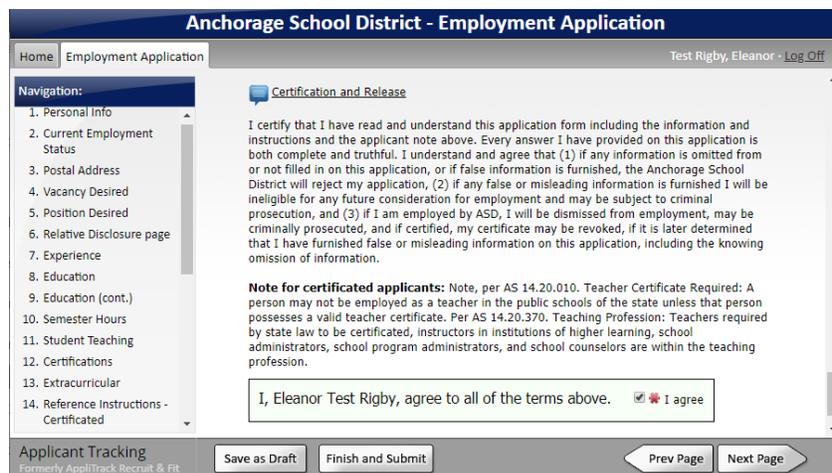
Test University

City: Testlandia

14. On the page *Attach Resume References and Supporting Documents*, you may upload files of your resume, cover letter, letters of recommendation, etc. You must create or scan the documents and attach the files yourself; HR Talent Management cannot scan or attach documents for applicants.
- To upload the file, click *Add File* next to the type of document you are uploading.



- On the next page, click *Browse*. Search for the document on your computer. Click the document to highlight it, then click *Open*.
 - After browsing and choosing the document, click *Upload*. A message should appear stating that the document was saved successfully. Click *Continue*.
 - Upload any other documents. When finished uploading, click *Next Page*.
15. Continue filling out the next pages, always clicking *Next Page* when finished.
16. On the Legal Information page, please read the entire document and answer yes or no to the questions. If you answer yes to any question, you must type a statement regarding the issue in the text box provided. A yes answer does not automatically exclude your application from consideration. After answering all the questions, please be sure to click *I agree* at the bottom of the page, then click the *Next Page* arrow to continue.



17. The questions on the Equal Employment Opportunity page are optional. The answers to these questions are confidential and not used in the hiring process.
18. The surveys about where you search for jobs and how you found us are also optional but help ASD in our recruiting efforts.
19. When you are finished with all the pages, click *Finish and Submit* at the bottom of the page.
 - a. If at the end of the application you receive an error or warning, you must complete the missing information on the indicated pages before submitting. An application with missing information can be saved as a draft to work on later.



Your Application cannot be updated.

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

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

Type	Message
Attention Needed:	<ul style="list-style-type: none"> A total of 2 references are required. Each reference must have a valid email address. You have 1 valid references. [Go to the References step]
Attention Needed:	<ul style="list-style-type: none"> How would you diffuse a volatile or potentially volatile situation? required What personal characteristics and attributes do you possess that would enable you to be a

20. On the last page, you will have the option to print the application.
21. When the application is successfully submitted you will receive an email confirming your application and listing the positions for which you applied.

Current Regular ASD Employee Transfer Applicants

All applicants will fill out the application similar to the previous section. Applicants who are currently regular employees will fill out either a shorter internal application or the full external application depending on which position is being applied for. Current AEA please see the next section.

1. Like the full application, to begin click START or LOGIN. Depending on whether you have used our current system, either enter your personal information or update it. The email address you enter is the username for your profile.
2. On the first page, review or enter your name and basic contact information.
3. Click the *Next Page* arrow at the bottom right of the screen to continue.
4. On the Current Employment Status page:
 - a. If you are applying for a position that is part of a different bargaining unit than the one you currently work in, click *I am currently a member of the public...*
 - b. If you are applying for a position that is part of the same bargaining unit as the one you currently work in, click *I am a regular employee of the Anchorage School District.*
 - c. Click *Next Page* at the bottom right.
5. Continue filling out the rest of the provided application pages, the same as a new applicant.
6. Click *Finish and Submit* when done.
7. On the last page, you will have the option to print the application.
8. When the application is successfully submitted you will receive an email confirming your application and listing the positions for which you applied.

Current AEA Transfer Applicants

If you are currently working in a position associated with AEA and would like to apply for a transfer, have been displaced, or are returning from leave:

1. Start the process by choosing *I am a regular employee of the Anchorage School District.*
2. Fill out all of the provided application pages, especially the fields marked with a red asterisk.
3. When you view the Vacancy Desired page, choose one of the positions in the AEA Transfer Requests category:
 - a. AEA Transfer of Location, Position or FTE: if you wish to request a voluntary transfer.
 - b. AEA Displacement: if you have officially been informed by your principal that you are displaced for the next school year.
 - c. AEA Return from Leave: if you are currently on leave and intend to return for the next school year. Please be sure to also notify the Benefits Department of your intent to return from leave.
4. On the AEA transfer page, be certain to mark your preferred school/work locations. Principals will not know you are interested in their school if it is not marked in this section.
5. After completing all the pages, click *Finish and Submit.*

Applying for Another Job

If later other positions open in which you have interest, do not start a new application. You will log back in to the account you already created.

1. Starting on the [Work for ASD](#) page, scroll down and click the blue button *Create or Edit an Application*.

Create or edit an application

- a. Or, go to the job posting you are interested in and click the red *Apply* button at the upper right.
2. Enter the email address and password you provided earlier and click *LOGIN*.
3. Once logged in, you will see all the information you provided previously. Review it and update it as needed.
4. On the Vacancy Desired page, checkmark whichever new Job ID you are interested in. Uncheck any position you are no longer interested in.
5. Choosing a new Job ID or position may create new pages in the application. Review the rest of the pages to be sure all of the required questions are complete.
6. Click *Finish and Submit* when complete.
7. On the last page, you will have the option to print the application.
8. When the application is successfully submitted you will receive an email confirming your application and listing the positions for which you applied.

No Longer Interested

If after submitting your application you decide you are no longer interested in the position:

1. Log back into your application and go to the Vacancy Desired page and/or Position Desired page.
2. Uncheck the box next to the Job ID or content area you no longer want to be considered for.
 - a. If the Job ID/position has already closed, it will not be listed. If this occurs, please call us at 907-742-4115 to let us know you are no longer interested in the position.
3. Click *Finish and Submit*.