


Applying for Job

To reduce the risk of application error, please follow these directions in the order they appear.

Do not use the "Back" button . Instead, use [Return to Previous Page](#) when necessary.

1. Log onto the School District Website: www.palmbeachschools.org

2. Click on Employment Tab

Employment

3. Click on Apply for Jobs (top left)

Apply for Jobs

4. Click on Employment Opportunities

Employment
Opportunities

5. Click on (External Applicants) (middle of page)

External Applicants

6. Click on the position (under Job Title)

[CUSTODIAN / INTERIM](#)

[TCH ESE COORDINATOR](#)

7. Click on Apply Now (Read the information outlined on the page)

~~Save Job~~ **Apply Now**

8. [Click here to Register](#) or enter User Name and Password (**Make note of your user name and password. You will need to have this information to log on to your application later.**)

Login

User Name: Password:

Login [Login Help](#) [Register Now](#)

9. Click on Login

10. Click on +Add work experience. You must account for the five (5) most recent years of employment. If still employed with the same company, leave the End Date field blank. To add additional work experience, click on Save & Add More. Once you have accounted for five (5) years of experience, click on Save & Return to return to main application page

*** You must use the calendar to input dates in month, year and day order. ***

If you have any Employment information, enter them on this Page.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

11. Click on the drop down arrow in the Highest Education Level field to select appropriate choice

Education History

Highest Education Level:

External Applicants: To add a degree, click the Add Post-Secondary Education History. To change information for a degree, click the hyperlink under Degree field

12. Click on +Add Post-Secondary Education History


Post-Secondary Education


You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

13. Click on the down arrow to choose state, **do not type State in**

Country:
State:

14. Click on  for School, if not found, type in School Name in "Other"

15. Click on  for Major, if not found, type in Major in "Other"

16. Click the  for degree.

*School:
*Major:
*Degree:

Other:
Other:

17. If applicable, check the Graduated box.

Graduated

18. Click on Calendar to fill Date Issued box, **do not type date.**

Date Issued: 

19. Click on Save & Return or Save & Add More

20. Click on +Add Licenses and Certificates if you are applying for an Instructional position

Licenses and Certificates
You have not added any licenses or certificates to your application.
[+ Add Licenses and Certificates](#)

21. Click on +Add Language, if other than English

Languages
You have not added any languages to your application.
[+ Add Languages](#)

22. Answer all questions on the Application Questionnaire section

Application Questionnaire

23. Answer all questions in the Referral Information box

Referral Information
How did you find out about the job?
Sub Source:
Additional Information:
Are you a former employee? Yes No

If you receive an Error Message, follow the directions to add the required information

24. Click on Submit

[Careers Home](#)

***The information requested within the Ethnic Group and Race boxes is optional ***

25. Click on "I agree to these terms"

employment.
 I agree to these terms I do not agree to these terms

26. Click on Submit

Adding Attachments

1. Click the My Career Tools link to add an attachment

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#)  [My Career Tools](#) [Logout](#)

2. Click the +Add Attachment link to upload a document as an attachment. (Attachments must be formatted in

Resumes and Cover Letters
You have not added any attachments

Microsoft Office Word 03-07 or PDF format) [+ Add Attachment](#)

3. Click on the drop down arrow in the Attachment Type Field within the Resumes and Cover Letter section.
4. Select the appropriate choice
5. Click the +Add Attachment link

Resumes and Cover Letters

*Attachment Type: 

[Add Attachment](#)

6. Click on Browse to find the location of the file/attachment

File Attachment

7. Click once on the file name and click Open
8. Click Upload
9. Click on Save & Return to successfully load your attachment or Save & Add More to add another document.