



## Applying for a Position as an External Applicant

1. Log onto the School District Website ([www.palmbeachschools.org](http://www.palmbeachschools.org)).
2. Click on Employment.
3. Click on Apply for Jobs.
4. Click on Employment Opportunities.
5. Scroll down to View and/or Apply for job openings.
6. Click on External Applicants.
7. Enter your user name and password to login. If you have not yet registered, click on the “Click Here to Register” link and create a user name and password. **Make note of your user name and password. You will need this information if you wish to log into your application at a later date.**
8. Click on Register.
9. Enter your information and click on Save.
10. You can search jobs by the following:

Using Keywords in the **Basic Job Section** (i.e. Science, custodian)

You may also use the Advance Search link next to the yellow search button in the Basic Job Search box. This option will help you narrow your search by locating available positions according to their Location, their Job Family, etc. You can also use the navigation buttons in the top right-hand corner of the Latest Job Postings section (First, Previous, Next, Last).

Jobs will be posted with Fiscal Year (FY) Status.

\*\*\*You can apply immediately to a job of interest by following the steps below or you can save the job(s) by placing a checkmark in the box to the left of the Job Title(s) and click on Save Jobs. You can apply at a later date by clicking on My Saved Jobs and following the directions below.

11. Click on the Job Title of the selected job.
  12. Click on Apply Now.
  13. Click on +Add Work Experience. You must account for the 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 5 years of experience, click on Save & Return to return to the main application page.
- \*\*\* You can use the calendar to input dates in month, year and day order.
14. Click on the drop down arrow in the Highest Education Level field within the Education History box and select the appropriate choice. You may continue adding education information by clicking on the +Add Post-Secondary Education History. Click on Save & Add More to add additional education information or click on Save & Return to return to the main application page.

\*\*\*You can use the drop down window to assist you with choosing your highest education. If your education was obtained outside of the United States, please contact the HR Recruitment and Retention Department for assistance.

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

16. Click on +Add Languages, if other than English.

17. Click on the drop down arrow in the Language and Proficiency fields to select the language(s) you speak and your proficiency in speaking, reading and writing the language(s). You may continue adding languages by clicking on Save & Add More or click Save & Return to return to the main application page.

18. Answer all questions on the Application Questionnaire section.

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

19. Answer all questions in the Referral Information box.

20. Click on Submit.

\*\*\*The information requested within the Ethnic Group and Race boxes is optional. 7/16/2009

21. Click on "I agree to these terms".

22. Click on Submit.

\*\*\*To apply for additional jobs, repeat step 12. Skip steps 13– 17 and begin again at step 18.

### **Adding Attachments**

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

2. Click the Add Attachment link to upload a document as an attachment. (*Attachments must be added in Microsoft Office Word 03-07 or PDF format.*)

3. Click on the drop down arrow in the Attachment Type field within the Resumes and Cover Letters section.

4. Select the appropriate choice.

5. Click the Add Attachment link.

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

7. Click once on the file name and click Open.

8. Click Upload.

9. Click Save & Return to successfully load your attachment.

