

FAST TRACK


On-Line Application Instructions

Step 1: SIGN IN.

Existing applicants: (Those who have previously submitted an application to HR, need to edit an existing application or to retrieve messages regarding an application). Enter your username and password to access the online application system.


New Applicants: (Select Search to look for a job opening and create a new profile).

TONASKET SCHOOL DISTRICT Online Job Application System



Search Current Job Openings

[Click to view current job openings](#)



Existing Applicants Please Log In

To access your previous applications, log in with your username and password.

Username:

Password:

[Forgot your username/password?](#)

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Step 2: SEARCH FOR OPEN POSTED POSITIONS.

You may choose to filter available positions by selecting any of the categories shown and click **[Search for Posted Positions]** or to search for all open positions do not select a category and click **[Search for Posted Positions]**.

Search for Positions By: POSITION

Position (Select All) (Select None)

- *Administrator
- *Certificated
- *Classified
- *Coach

Assignment (Select All) (Select None)

- *CBSS Principal
- *Coaching - Athletic
- *Custodian
- *Elementary Teacher
- *Maintenance
- *Nutrition Services
- *Para Educator
- *Secretary
- *Transportation

Location (Select All) (Select None)

- CHIEF MOSES MIDDLE SCHOOL
- COL BAS SECDRY SCHOOL
- MAINTENANCE
- MOSES LAKE HIGH SCHOOL
- [Undefined Location]

Group (Select All) (Select None)

- *Base
- [Undefined Group]

Submit Search

To filter the available posted positions, choose from the categories displayed here and click 'Search For Posted Positions'.

To view ALL posted positions, do not select any filter categories.

Search For Posted Positions (highlighted in red)

Reset Filters

Log In

Step 3A: VIEW OPEN POSITIONS.

Select the position you want to apply for and then select **[View Details of Selected Position]**

Apply	Position Description	Assignment Description	Job Type	Location	Application Deadline	
<input type="checkbox"/>	*Administrator	*CBSS Principal	ADMINS/D	COL BAS SECDRY SCHOOL	Until Filled	<input type="button" value="Update Job Filters"/> <input style="border: 2px solid red;" type="button" value="View Details of Highlighted Position"/> <input type="button" value="Apply for Selected Position(s)"/> <input type="button" value="Log In"/>
<input checked="" type="checkbox"/>	*Certificated	*Elementary Teacher	*Substituti		Until Filled	
<input type="checkbox"/>	*Classified	*Custodian	*Substituti		Until Filled	
<input type="checkbox"/>	*Classified	*Maintenance	*HVAC	MAINTENANCE	Until Filled	
<input type="checkbox"/>	*Classified	*Nutrition Services	*Substituti		Until Filled	
<input type="checkbox"/>	*Classified	*Para Educator	*Substituti		Until Filled	
<input type="checkbox"/>	*Classified	*Secretary	*Substituti		Until Filled	

Review the position listing.

- A: Select **[View]** to see the complete job description.
- B: Attachments noted with an * are required before you can submit your application.
- C: The position listing will also give you a preview of the questions included in the online application. Other categories that might display for various open positions could include:
 1. Skills Questions.
 2. General Questions.
 3. Screener Questions.

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Position Information	Listing ID: 120120001 Position: *Certificated Assignment: *Elementary Teacher Job Type: *Substitute Teacher	Additional Information: Open indefinitely Employment Type: On Call Job Descriptions: Substitute Teacher (Attachment) View Application Deadline: Until Filled	Apply For Position Back
Information Release Form	<p>All of the information I have provided in my application materials is true, correct, and complete. I authorize Moses Lake School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any institution or government agency to provide Moses Lake School District with information they have regarding me. I hereby release and discharge Moses Lake School District and those prior employers or other references who provide information from any and all liability as a result of furnishing and receiving this information. This information includes the sources cited above and specific examples as follows: the local Washington State Patrol, information from the Federal Bureau of Investigation of either data on all criminal convictions, or certification that no date on criminal convictions are maintained, information from SPI, the Washington or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me. I further agree that if I am employed, I will provide verification of my certification, education, and experience. I agree that information provided by an individual shall be confidential and I shall not have access to such information. I agree that if I have made any omission or have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the district, the contract shall be deemed void from its inception.</p> <p>I also understand and agree that I may be conditionally employed while the district performs a background record check or while the district awaits the Board of Directors making a final hiring decision as to whether or not I will be employed by the district. I understand that my employment is conditioned on the completion of both the above acts and until such time as they are completed, my employment shall only be as a casual day-to-day employee and will not in any way bind or require the district to continue my employment.</p>		
Conditions of Employment	<ol style="list-style-type: none">1. Are you a citizen or do you have a visa which permits you to work in the United States?2. I authorize the Moses Lake School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any former employer, person, firm, corporation, educational, or vocational institution or government agency to provide the District with information they have regarding me. I hereby release and discharge the District and those who provide information from any and all liability as a result of furnishing and receiving this information.3. I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the District.		
General Questions	<ol style="list-style-type: none">1. If you are a current District employee, do you authorize the hiring committee to review your personnel file?2. Are you currently a substitute teacher with the District?3. Have you ever been dismissed or discharged from a job, or have you separated employment in order to avoid discipline or discharge? If yes, please explain.4. Are you presently under contract? If yes, with whom and what is your present position/title?5. Are you a former employee of the Moses Lake School District? If yes, what was your position and name while employed with us?6. Have you ever been on a plan of improvement or probation plan? If yes, please explain the circumstances, including the underlying facts, place, date, and outcome.7. Have you ever been placed on administrative leave pending investigation of allegations of misconduct? If yes, please explain the circumstances, including the underlying facts, place, date, and outcome.8. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body? If yes, please explain the circumstances, including the underlying facts, place, date, and outcome.9. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extra curricular positions) in order to avoid discharge or non-renewal? If yes, please explain the circumstances, including the underlying facts, place, date, and outcome.10. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)? If yes, please explain the circumstances, including the underlying facts, place, date, and outcome.11. Have you ever been released from prison or been convicted of any crime? If yes, please explain the nature of the crime, the place, and date. A conviction record will not necessarily bar you from employment.12. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations). If yes, please explain the nature of the crime, place, date, and court. A pending criminal charge will not necessarily bar you from District employment.13. Are you able to perform the essential functions of a certificated/classified position with or without reasonable accommodation?		
Attachments	CERTIFIED COVER LETTER CERTIFIED RESUME-OPTIONAL LICENSE/CERTIFICATION PRAXIS TEST RESULTS CERT REFERENCE LETTER #1 CERT REFERENCE LETTER #2 TRANSCRIPT 1 TRANSCRIPT 2 TRANSCRIPT 3 CERTIFIED MISCELLANEOUS		
	Apply For Position Back		

Step 3B: APPLY FOR THE POSITION.

When you're ready to begin the online application, click on the **[Apply for Position]** button either at the top or the bottom of the page. You can also select the **[Back]** button to return to Open Positions and then select **[Apply for Selected Position(s)]**

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Step 5: LOGIN TO YOUR ACCOUNT

Existing Users: Enter your username and password and select [Log In]. If you have forgotten your username and/or password click on [Forgot username/password]. After you supply the email address you registered with, your username and password will be sent to you via email.

New Users: You will need to create a profile. Fill in requested information and then click [Create Profile]. (See sample below).

The screenshot shows a web form with two main sections. The top section is titled "Existing Users Please Log In" and contains fields for "Username:" and "Password:", a "Log In" button, and a link "Forgot your username/password?". The bottom section is titled "New Users Please Create a Profile" and includes a checked checkbox "I Would Like To Create a New Profile", followed by fields for "Your Email Address:" (jdoe@sample.com), "* Your First Name:" (JANE), "* Your Last Name:" (DOE), "* Your Username:" (jdoes11), "* Your Password:" (masked with dots), and "* Re-Enter Password:" (masked with dots). A "Create Profile" button is at the bottom.

Existing Users Please Log In

Username:

Password:

[Forgot your username/password?](#)

New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

* Your First Name:

* Your Last Name:

* Your Username:

* Your Password:

* Re-Enter Password:

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Step 6: BEGIN YOUR ONLINE APPLICATION.

As you complete each section you must check the [I Have CompletedTo The Best Of My Abilities] box. You may edit any section at any time.

Application Dashboard

Submit to HR
Cancel Application
Return to Profile

Job Listing

Listing: 120120001 Type: Part Time
Position: *Certificated Dept:
Assignment: *Elementary Teacher Group:
Location: Deadline: Until Filled
Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information
Contact information including your name, phone number and address. **Completed** [Edit](#)

Conditions of Employment
Conditions of employment for this position. You must be able to answer YES to all of these questions to be eligible for this position. **Incomplete** [Add](#)

Education History
Your educational background including High School and post-High School education, degrees, GPA and dates. **Incomplete** [Edit](#)

Certifications/Licenses
Any certifications or licenses you may have. **Incomplete** [Add](#)

Employment History
Your employment history, including contacts, salary and dates. **Incomplete** [Add](#)

General Questions
You will be required to answer general questions about your qualifications for this position. **Incomplete** [Add](#)

Attachments
You can attach documents related to this position such as your resume, cover letter and letter(s) of recommendation. **Optional** [Add](#)

Comments
Any comments you may have regarding your application for this position. **Optional** [Add](#)

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The buttons to the right of the position information will allow you to:
[Submit to HR] Submit your completed application to HR. This button remains desensitized until all required areas of the application are completed.

[Cancel Application] Cancel your application.

[Return to Profile] Return to your profile.

Step 7: SUBMIT COMPLETED APPLICATION TO HR

When all sections have been completed click [Submit to HR].

Job Listing		Submit to HR
Listing: 120120001	Type: Part Time	Cancel Application
Position: *Certificated	Dept:	
Assignment: *Elementary Teacher	Group:	
Location:	Deadline: Until Filled	
Appl. Status: Not Submitted		Return to Profile
View Details Of This Job Listing		
<p>This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.</p>		
Contact Information Contact information including your name, phone number and address.	Completed	Edit
Conditions of Employment Conditions of employment for this position. You must be able to answer YES to all of these questions to be eligible for this position.	Completed	Edit
Education History Your educational background including High School and post-High School education, degrees, GPA and dates.	Completed	Edit
Certifications/Licenses Any certifications or licenses you may have.	Completed	Edit
Employment History Your employment history, including contacts, salary and dates.	Completed	Edit
General Questions You will be required to answer general questions about your qualifications for this position.	Completed	Edit
Attachments You can attach documents related to this position such as your resume, cover letter and letter(s) of recommendation.	Optional	Add
Comments Any comments you may have regarding your application for this position.	Optional	Add

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Your Profile screen allows you to:

[View Messages] regarding your application and/or position(s) that you have applied for.

[Update] your profile information; or

[Edit] any position(s) that you have applied for.

The screenshot displays the user's profile and application status. The profile section includes fields for email, name, employment, education, certifications, and references, each with an 'Update' link. The applications section shows a table of open applications with columns for position, assignment, location, new messages, status, and deadline. The 'Certificated' application is highlighted.

Profile Data for YOUR NAME HERE

Profile Section	Status	Last Updated
Update Email Address and Username/Password	Completed	01/12/2012
Update Name and Contact Information	Completed	02/27/2012
Update Conditions of Employment	Completed	03/21/2012
Update Education History	Completed	03/21/2012
Update Certifications/Licenses	Completed	03/21/2012
Update Employment History	Completed	03/21/2012
Update General Questions	Incomplete	03/21/2012
Update References	Incomplete	03/21/2012
Update Attachments	Incomplete	01/23/2012
Update Comments	Optional	

Your Account

5 New Messages

[View Messages](#)

[Log Out](#)

[View Posted Positions](#)

Your Applications

Open (3) Processing (0) Closed (1)

Open Applications:

	Position	Assignment	Location	New Msg	Status	Deadline	P
Edit	*Administrator	*CBSS Principal	COL BAS SECDRY SCHOOL	1	Not Submitted	Until Filled	1
Edit	*Certificated	*Elementary Teacher		1	Not Submitted	Until Filled	1
Edit	*Classified	*Para Educator		1	Not Submitted	Until Filled	1

3 records displayed

Position: []

Select [Log Out] to exit the online application system.