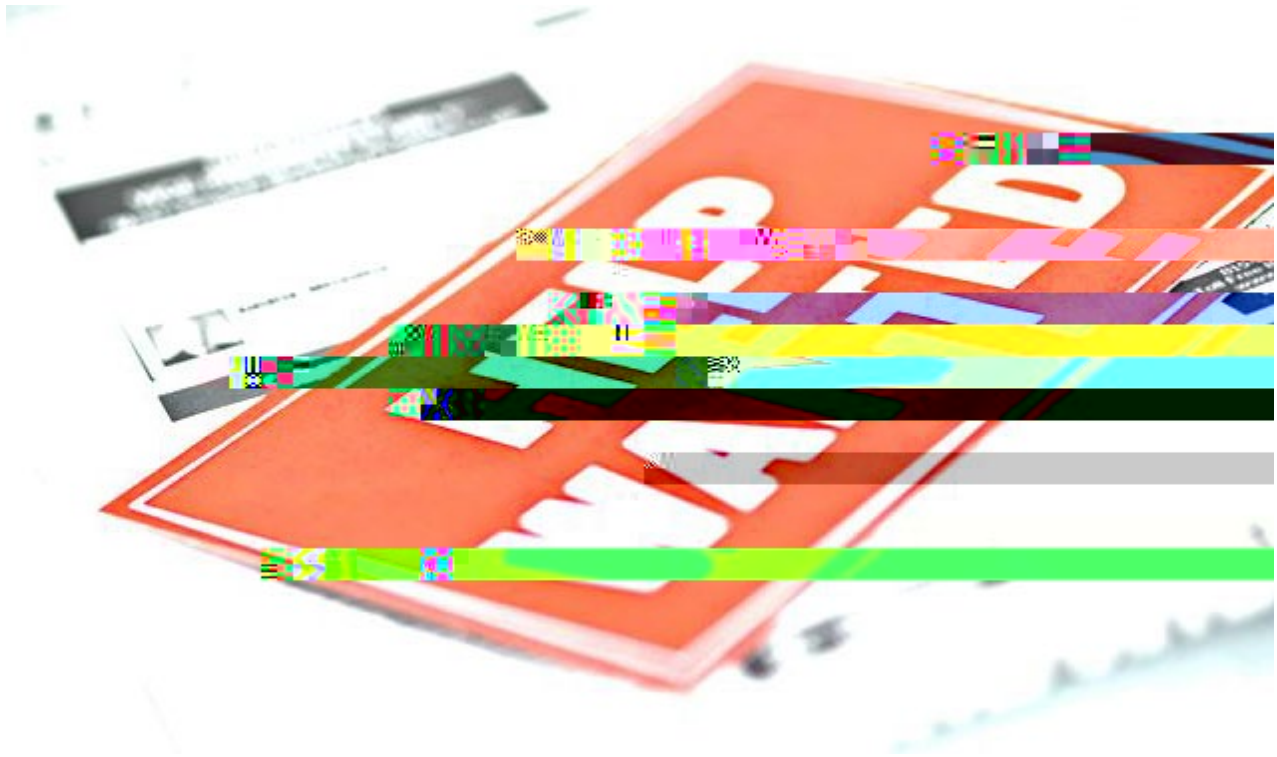


ASD Job Applications Applicant User Guide



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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 at ASD apply through this system. If you are in need of assistance, please feel free to call us at 907-424-1115. 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 reviewed online on the [ASD website](#)

1. On the homepage, look at the right for a yellow menu button labeled **WANT TO**.
2. Click on the word **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 print a list of open positions*.
- If you have applied with us before and want pensritii00 Td2.269(i)10.t41 Tc 0 Tw 3.97e.01 Tc 0.01 Tw [s

Clicking on a category shows a list of open positions in that group. The main header shows the title, date

Filling Out the Application

After clicking Apply on the job description, a new window will open to start or log into your application. Here 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.

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 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 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.

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

10. The Position Desired page lists the titles of educator 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

Counselor

Counselor: 9-12

Counselor: 7-8

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

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

Employer Name: Northern Air Cargo

Position Title: Budget Analyst

Employer Contact Information

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.

High School Attended: Test High School

Graduation Status: H.S. Diploma

City: [Redacted] State: [Redacted]

Universities and Technical Schools Attended:

17. The questions on the Equal Employment Opportunity page

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, click **START 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 wish 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 been officially 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 HR Department of your intent to

Applying for Another Job

If later other positions open in which you have interest, do not