

# ASD Job Applications: Custodial Transfer User Guide

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Published by the ASD Talent Management Department  
[www.asdk12.org/workforasd](http://www.asdk12.org/workforasd) or 907-742-4115

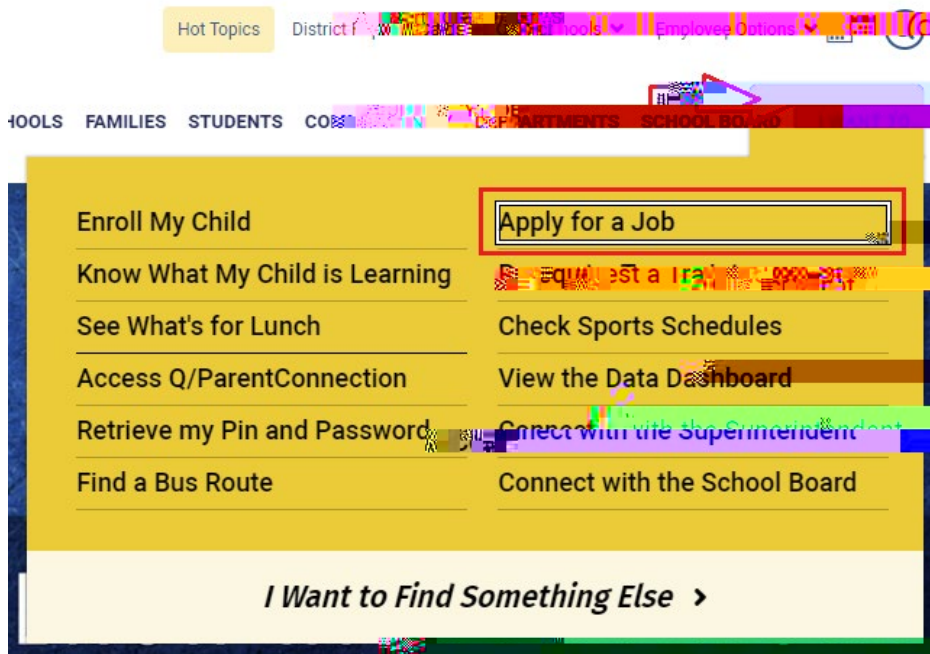


The following pages are a reference for current custodians who are interested in transferring to a new custodial position with the Anchorage School District.

All of ASD's positions are advertised on our website, [www.asdk12.org/workforasd](http://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 need assistance, please feel free to call us at 907-742-4115.

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](http://www.asdk12.org/workforasd).







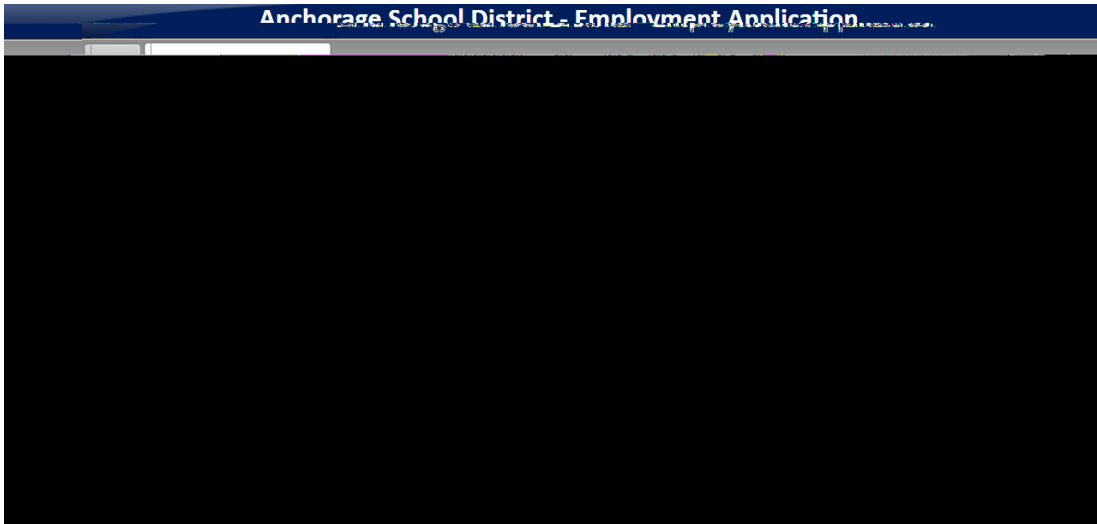


As a current employee working in the Custodial bargaining unit, when you apply for another custodial position you will fill out a transfer application. It is shorter than the full application.

1. To begin, click START if you have not used the Recruiting and Hiring system before. Or, if you originally applied for your job in the Recruiting and Hiring system, click LOGIN.
  - a. If you click LOGIN, you will enter the email and password that you first used to apply for a job with us.
2. When you are in the application, either enter your personal information or update anything already there that might have changed. 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.
3. 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



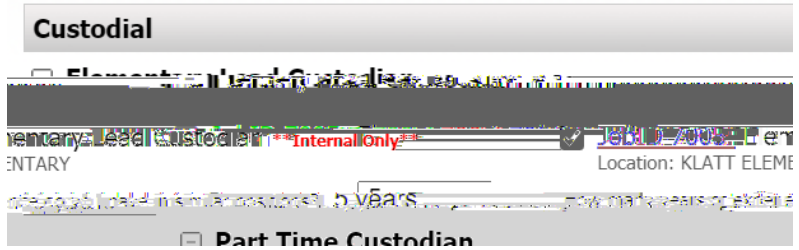
5. On the second page, choose *I am a regular employee of the Anchorage School District and applying for a position within my position's same bargaining unit...*



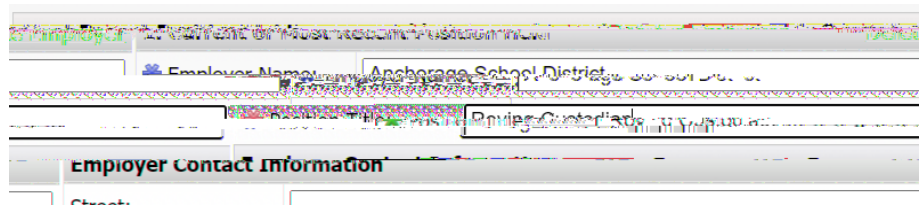
6. On the next page, fill in your mailing address under Permanent Address. If you are temporarily receiving your mail at another address, enter this second address under Present Address. Click *Next Page* to continue.



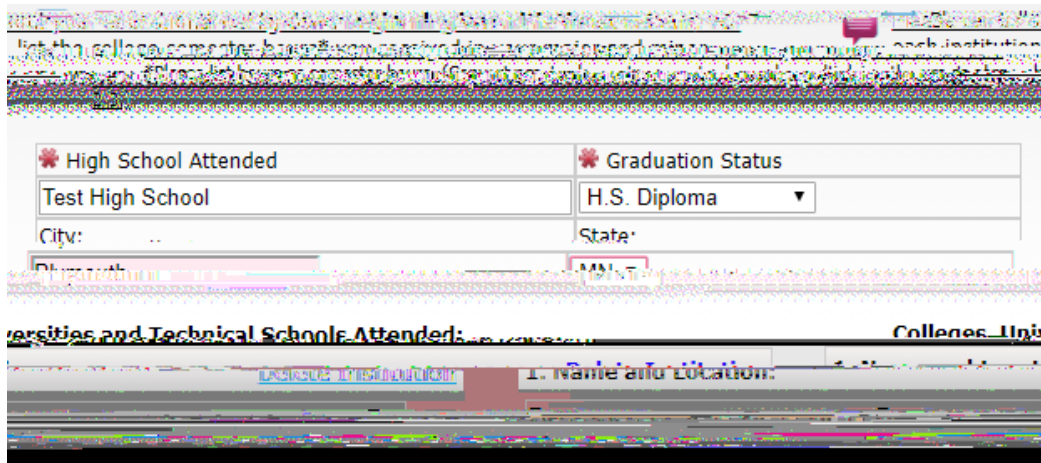
7. The Vacancy Desired page lists all jobs that are currently open. Scroll down the list to find the section labeled Custodial and make sure that the job title and JobID you applied for is already marked.
  - a. If you wish to read the information on the position again, click the job ID number. It will open the job description.



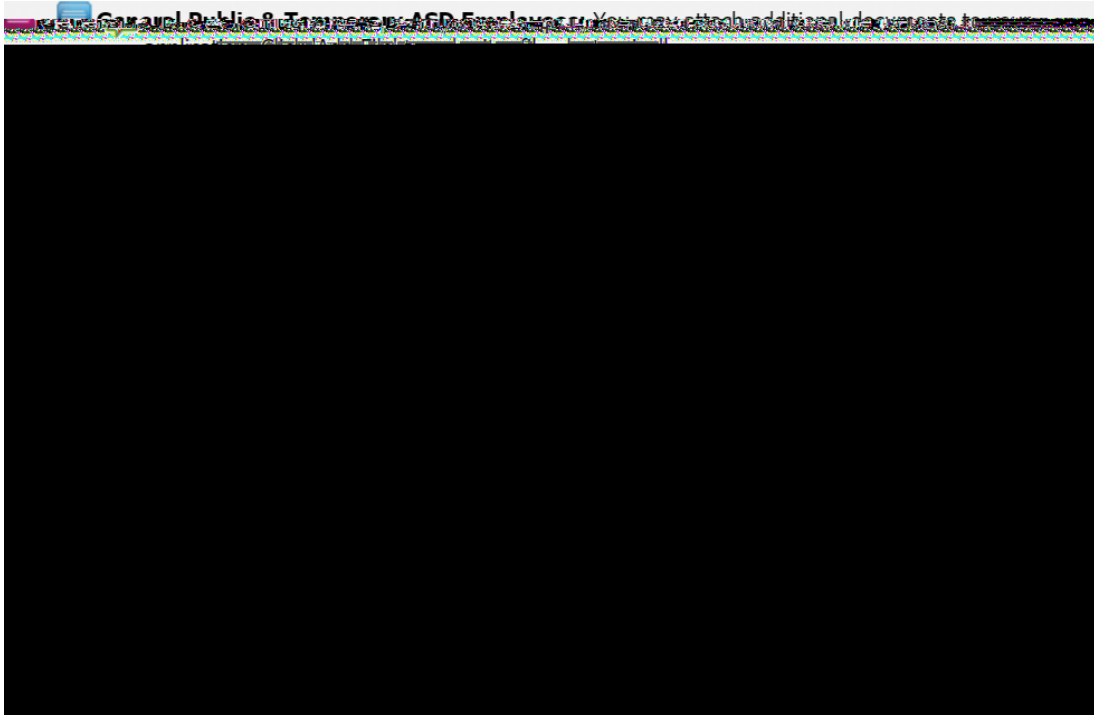
8. After clicking the box, a question and drop down menu may pop up asking how many years of experience you have. Click the menu to choose the number of years.
9. Click the *Next Page* arrow at the bottom to continue. You may have to click it several times to scroll through the list of open jobs before the application moves to the next page.
10. On the Experience page, enter information on your previous job experience.



11. On the Reference page, please enter the name and contact information of any references.
  - a. The reference will receive an emailed reference survey. Please have the reference complete the reference form.
12. On the next few pages, enter your education, certifications, and additional skills.

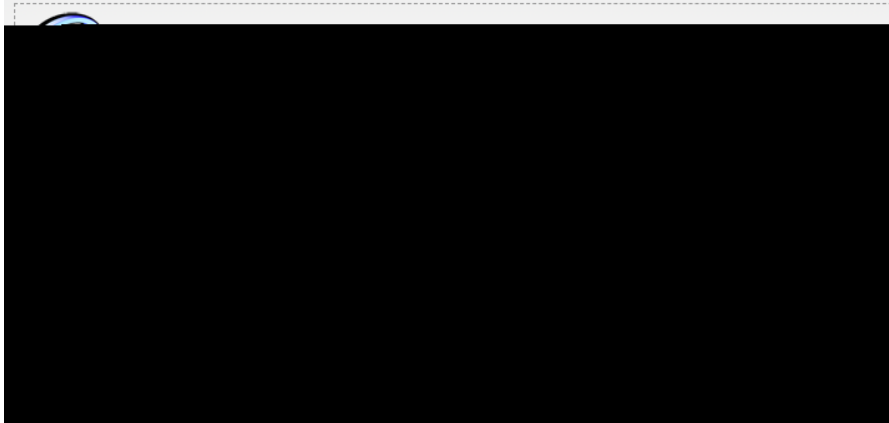


13. On the page *Attach Resume References and Supporting Documents*, you may upload files of your resume, cover letter, letters of recommendation, etc. if you have them. You must create or scan the documents and attach the files yourself; HR Talent Management cannot scan or attach documents for applicants.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



- b. On the next page, click *Browse*. Search for the document on your computer. Click the document to highlight it, then click *Open*.
  - c. After browsing and choosing the document, click *Upload*. A message should appear stating that the document was saved successfully. Click *Continue*.
  - d. Upload any other documents. When finished uploading, click *Next Page*.
14. Continue filling out the next pages, always clicking *Next Page* when finished.

15. 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.



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

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*.

- 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