


Pinellas County Schools Online Employment Application

In your internet browser's address bar, enter the following: **PCSB.ORG/JOBS**
(all available jobs will show on the far right side of the login page)

Step 1: Create an Account (right side of the page). Already have an account? Then use LOGIN. You will need to create an account with a username and password when you first begin (write them down and keep them safe). The following are required to create an account (indicated by a red star/asterisk: ***First Name, *Last Name, *Social Security Number, *Email Address, *Applicant Type, *Username, *Password, and *Confirm Password.** Once your account has been created, you may return to update your application, add attachments, view your application, etc.

The screenshot shows a 'User Login' section on the left with fields for 'Username' and 'Password', a 'Login' button, a '- or -' separator, and a 'Create Account' button. Below these is a link 'having trouble logging in?'. To the right is the account creation form with fields for: *First Name, Middle Name, *Last Name, *Social Security Number (no dashes), *Email Address (with a help link), *Confirm Email Address, *Applicant Type (with radio button options: Administrative, Athletic Coaching, Instructional Substitute, Instructional/Certified, Noninstructional/Support), *Username (with a help link), *Password (with a note 'Passwords are case sensitive' and a help link), Password Strength indicator, and *Confirm Password (with a note 'Passwords are case sensitive').

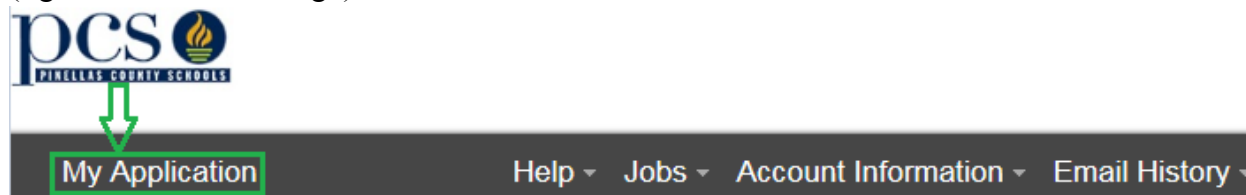
Step 2: Complete your Application (anything with a red star/asterisk* AND References).

You may exit your application at any time, click the circle (top right)  and return to complete it at your convenience. Don't forget to click on **Save and Next** at the bottom of each page of your application. If your application is incomplete, the system will notify you upon exiting.

Step 3: Apply for Open Positions

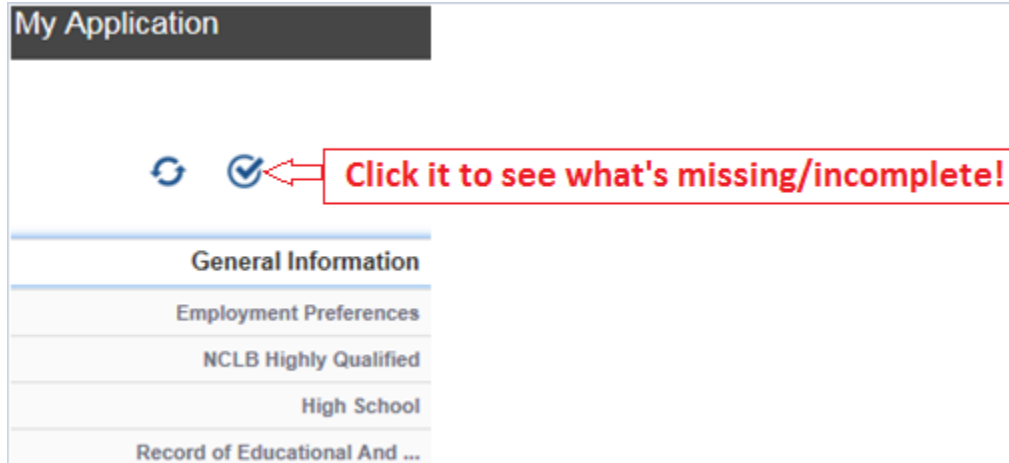
Once you have completed your application, you may apply for any open position. While logged in, click on the **Jobs** tab, **All Jobs** to **View/Apply (READ IT!)**, then click **Apply For This Job**.

Tip #1: *My Application* tab is located in the upper left-hand corner of the Application Help page (right below the PCS logo).

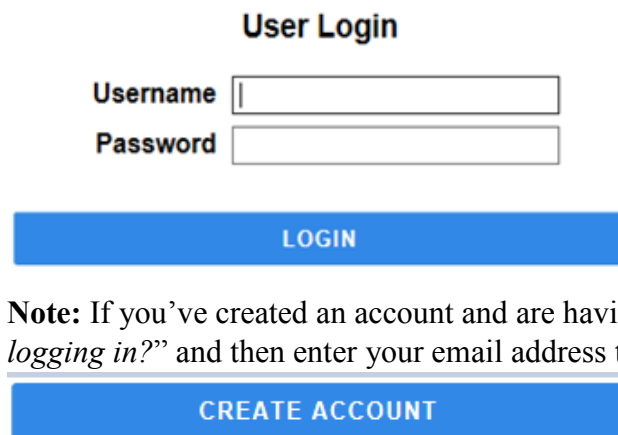


Help: Email OnlineApplication@PCSB.ORG for any technical related issues or questions.

Tip #2: *My Application* page enables you to quickly jump to different sections of your application by simply clicking on the menu (e.g General Information, Employment Preferences, etc.).



Tip #3: Since you created an account in **Step 1**, return to the online application page at any time by following the same directions outlined before Steps 1-3 and Tips 1-3 as you did at first. Type in your Username and Password, then click LOGIN. Next, click Accept (disclaimer page) and click on My Application (see **Tip #2**) to view or update your application if necessary.



Note: If you've created an account and are having trouble logging in, click on "*having trouble logging in?*" and then enter your email address that you used, in order to be sent a recovery email.

 [having trouble logging in?](#)

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