**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.

**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.

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