

Welcome to Pinellas County Schools online application tutorial

Join our Team Be part of our family Let's continue making a difference together

The opportunities are endless!

www.pcsb.org/jobs

In your internet browser's address bar, enter the following: **PCSB.ORG/JOBS**

If you already have a user name and password, sign in.

| e: | Standard Application | | |
|---|----------------------------|------|--|
| Sign Up | Applicant User Name | Clic | |
| If you are a current employee please use an internal application. | | | |
| | Password | | |
| Create an Account | | | |
| You will need to create an account with | | I | |
| username and password when you first begin. Once your account has been created, you may | Login | | |
| return to update your application, add attachments, or view your application. | - or - | | |
| Step 2 | | | |
| Complete your Application | | | |
| You may exit the program at any time and return to complete it at your convenience. | Having trouble logging in? | | |
| 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 and select the jobs for which you would like to apply. | | | |
| The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities. Pinellas County Schools is an Equal Opportunity Employer. | | | |

Applicant Tracking Enterprise

nified Talent

lable lobs

pen positions in the job categories

inistrative tic Coaching onal Substitute ional/Certified ctional/Suppor

If you don't have a user name and password, create 👝 account.



There are two other ways to access your application and/or jobs. Type on your browser "PCSB.ORG/JOBS" or under the employment tab on the main PCS webpage.



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, apply etc.

| User Login | • First Name | | |
|----------------------------|--|---|--|
| | Middle Name | | |
| Username | * Last Name | | |
| | * Social Security Connect (no dashes) | | |
| Password | • Ersail Abdress (Help) | | |
| | * Confirm Email Address | | |
| Login | * Applicant Type | Administrative Athletic Coaching Instructional Substitute | |
| - or - | | Noninstructional/Support | |
| | • Usermanne (Help) | | |
| Create Account | * Password | | |
| | Passwords are case sensitive (Melp) | Password Strength | |
| having trouble logging in? | * Confirm Password Passwords are case sensitive | | |

You must click the "Save and Next" button in order for your changes to be saved.



If you are coming back and signing in, this page will always open. Click Accept

Disclaimer

By submitting this form, I certify that the information given in this application is true, accurate, and complete to the best of my knowledge.

I authorize Pinellas County Schools to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release any and all employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) or any omission of information may result in disciplinary action up to, and including, discharge. I understand, also, that I am required to abide by all rules and regulations of Pinellas County Schools.

You must accept the honesty disclaimer to be considered for employment. If you decline this honesty disclaimer, you will be immediately logged out of the system and returned to the login screen.

Pinellas County Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, marital status, age, sexual orientation, national origin or disability. Employment of personnel in Pinellas County Schools is in compliance with Federal and State Laws regarding nondiscrimination and preference. Individuals with disabilities are encouraged to apply. Any person who believes he/she may need reasonable accommodations during the application, testing, or interview process should notify the Human Resources Office at 727-588-6285.





Once you have clicked Accept, the next page will open:

ocso

My Application

Jobs Account Information Email History Help

Standard Application Help OnlineApplication@pcsb.org

Welcome to Pinellas County Schools Online Application System

This page will guide you in filling out the online application. If you need to return to this page, click on the "Help" tab.

Please remember to log out when you are finished by clicking on the empty circle with a right arrow icon in the upper right-hand corner of the page.

Starting Your Application

Click on "My Application" at the top left of the page. Fill in the information requested and move to the next page by clicking the "Save and Next" button. If you do not click the "Save and Next" button, the information on the current page will not be saved. Once you have filled out every section of the application you can move to different areas by using the menu on the left side of the page

"Save and Next" and "Undo" Buttons

The "Save and Next" button causes the informatic on the page to be saved and then directs you to the next page of the application. The "Undo" button undoes all of the changes made to the page since it

was last saved. Changes are saved once you have

Required Fields

Now, click on "My

Application" to continue or

to apply for more jobs.

Fields that are required are marked with an asterisk - *. If these fields are left blank, your application will be considered incomplete until you enter values into all of these fields

Adding An Attachment

clicked the "Save and Next" button.

To add an attachment, click on "My Application" at the top left of the page. Then click on Attachments in the menu on the left. Please follow the instructions on that page.

Changing Your Account Information

To change your account information, simply click on the "Account Information" tab. You may change information such as your username, password, and email address. Be sure to follow the instructions where given. Please note that if you change your username and/or password, the next time you lo in, you will need to enter the updated account

"Application is Incomplete" Error Message

Click on My Application at the top left of the page. then click on the circle with a checkmark to find missing required fields (what pages are incomplete)

"You are not authorized to apply for this position" Error Message

You may blend your application by clicking on My Application at the top left and then changing your applicant type at the bottom of the first page of you application, General Information,

Applying for lobs

- In order to apply for jobs, you must first complete all the required fields/pages of your application (My Application at the top left of the page). If you try to apply to a job posting before completing your application, you will get an error. (incomplete application)
- If you think you have completed your application, confirm so by clicking on the circle with the checkmark (left side, right above the General Information page of your application), which will show you whether you have met the minimum data entry requirements.
- If you completed everything on your application, at the top of the page, under the JOBS tab, click on ALL JOBS.
- Click on VIEW/APPLY next to job of interest to view job posting's details/information Click the APPLY FOR THIS JOB

button to apply for the job.

TIP #1

Make sure your e-mail address and phone number are updated and correct.

<u>TIP #2</u>

Your applicant type will determine the jobs you can see and apply for.

Available Jobs

Click to view open positions in the following job categories

Administrative **Athletic Coaching** Instructional Substitute Instructional/Certified Noninstructional/Support

Tabs on the left to be completed.

| DCS | |
|-------------------------------------|---|
| My Application | Joins Account Information Email History Help |
| ⊙ ⊗ | General Information - SAMPLE APPLICATION This page is for providing basic information about yourself. Start by filling out each of the boxes. When you have finished filling out the page, click on the "Save and |
| General Information | Next" button to save your information and move on to the next page in the |
| Employment Preferences | application. |
| Paraprofessional Highly Qualified | At least one attachment exists |
| High School | View attachment(s) |
| Record of Educational And | |
| Work/Life Experience | Courtesy Title (optional) |
| Military Experience | Select one |
| Veterans' Preference | *E -t Name |
| Additional Information | SANPLE |
| Multilingual Abilities | |
| References/Employment Verifications | If yes, please indicate which: |
| Driving Information | Select one |
| Attachments | Other Name(s) |
| Background Information | (e.g. maiden, former, AKA) |
| Voluntary | |
| Verification and Authorizations | |
| Please Read Carefully! | *Permanent Email Address (Help) |
| Printable Application | onlineapplication@pcsb.org onlineapplication@pcsb.org |
| Email History | *When are you able to start work? |
| | You must c |

<u>TIP #3</u>

You must complete anything that has a red asterisk (*). If you want to do more, you can but it is up to you.

<u>TIP #4</u>

Make sure you click save and next when you are done or when you want to take a break. You can always return to complete the rest.

lick the "Save and Next" button in order for your changes to be saved.

Save and Next

Left column and tabs

<u>Tip #5</u>

To check if you have completed all minimum requirements, click the circle with the check mark. It will display a message either completed or with what you need to complete. You can go directly to what is missing.

TIP #6

Work/life Experience: last 10 years without any gaps. For example, If you stay home, add "stay home from - to or student from - to. The section has to reflect the last 10 years with no gaps.

TIP #7

Multilingual abilities: Even if you don't have any other language to add, make sure you add "English."

TIP #8

Reference/Employment verification: At least two (2) from your last supervisors/work related. You can always add more.

TIP #9

- Driving information: If you are applying for a position requiring driving, you must enter your driver's license information on this page. TIP #10
- Attachments: If you don't have a resume or a document you would like to upload, upload a blank piece of paper. The system needs an uploaded document/paper for the application to be completed.

General Information

Employment Preferences

Paraprofessional Highly Qualified

 (\mathbf{A})

G

High School

Record of Educational And ...

Work/Life Experience

Military Experience

Veterans' Preference

Additional Information

Multilingual Abilities

References/Employment Verifications

Driving Information

Attachmen

Background Information

Voluntar

Verification and Authorizations

Please Read Carefully!

Printable Application

Email History



• Now that your application is completed, you can apply for any jobs you might be interested in.

Standard Application

Applicant User Nam

| 0 | c | c | 14 | | r | d |
|---|---|---|----|--|---|---|

Login

- or -

Create Account

Having trouble logging in?

Available lobs

Click to view open positions in the following job categories

> Administrative **Athletic Coaching** Instructional Substitute Instructional/Certified Noninstructional/Support

You can access the vacancies here and apply

You may apply for any open position; while logged in. Click on the Jobs tab, All Jobs, then View/Apply. While viewing the job the page will have the hours, salary, and job description

My Application

Jobs Account Information Email History He

General Information - SA

This page is for providing basic information abo of the boxes. When you have finished filling our



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.

CREATE ACCOUNT

having trouble logging in?

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

Thank you for your professional interest. We look forward to meeting you soon!

