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.

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.
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:

Now, click on "My Application" to continue or to apply for more jobs.

**TIP #1**
Make sure your e-mail address and phone number are updated and correct.

**TIP #2**
Your applicant type will determine the jobs you can see and apply for.
Tabs on the left to be completed.

**TIP #3**
You must complete anything that has a red asterisk (*). If you want to do more, you can but it is up to you.

**TIP #4**
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.
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 #5**

- 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 #6**

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

**Tip #7**

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

**Tip #8**

- Driving information: If you are applying for a position requiring driving, you must enter your driver's license information on this page.

**Tip #9**

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

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.
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!