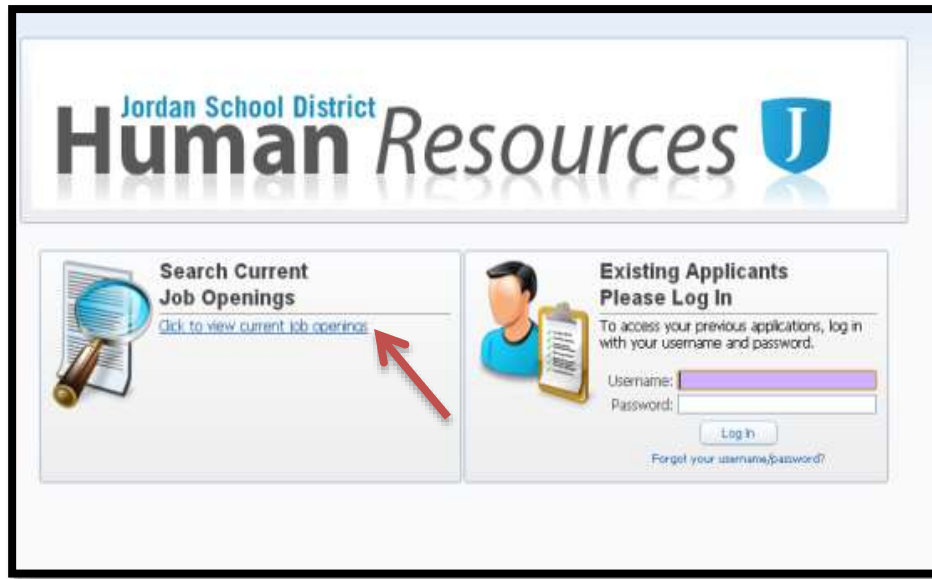


How to Apply at Jordan School District

1. View current open positions in Employee access under FastTrack Open Positions



2. Click “Click to view current job openings”



3. Select desired position and click “Apply for selected position”



4. Log in as **existing user** or **create a new profile**.

The first time you apply, you must create a new log in.

The screenshot shows a web form with two main sections. The top section, titled "Existing Users Please Log In", contains fields for "Username:" and "Password:", a "Log In" button, and a link for "Forgot your username/password?". The bottom section, titled "New Users Please Create a Profile", has a checked checkbox "I Would Like To Create a New Profile". Below this are fields for "Your Email Address:" (john.smith@gmail.com), "* Your First Name:" (JOHN), "* Your Last Name:" (SMITH), "* Your Username:" (apple), "* Your Password:" (masked with dots), and "* Re-Enter Password:" (masked with dots). A "Create Profile" button is highlighted with a red arrow. A "Back" button is also visible. A note at the bottom left states "Asterisk (*) denotes a required field".

You will receive an email when you create a new profile.

5. Click on the **“Add”** button for each section of the application.

Please enter as much information as possible.

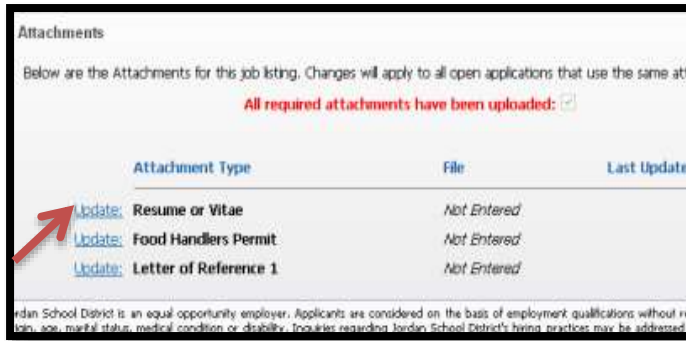
This screenshot displays several sections of an application form, each with an "Add" button highlighted by a red arrow. The sections are: "Contact Information" (with the text "Contact information including your name, phone number and address." and the status "Incomplete"), "Conditions of Employment" (with the text "Conditions of employment for this position. You must be able to answer YES to all of these questions to be eligible for this position." and the status "Incomplete"), "Education History" (with the text "Your educational background including High School and post-High School education, degrees, GPA and dates." and the status "Incomplete"), and "Employment History".

6. After completing each section, check the **“I Have Completed This Information to the Best of My Abilities”** box and click **“Save”**.

The screenshot shows a browser window with the URL "https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/rappl/joblst453.w?isPopup=true". A red message states "I Have Completed This Contact Information To The Best Of My Abilities:" followed by a checked checkbox, which is highlighted with a red arrow. To the right, "Save" and "Back" buttons are visible, with the "Save" button also highlighted by a red arrow. Below the message, the "Name and Contact Information" section is shown with fields for "* First Name:" (JOHN), "Middle:" (empty), "* Last Name:" (SMITH), and "* Street Address:" (1234 RIVER RD). There is also an unchecked checkbox for "International Address".

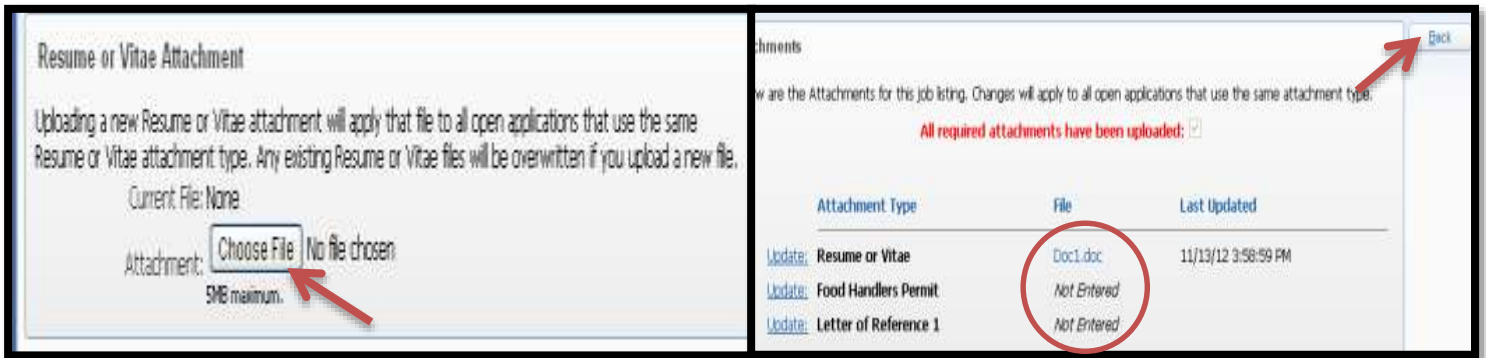
To add required attachments

7. Select “Add” in the Attachments section of the application.
8. To the left of the required attachment’s name, select “Update”



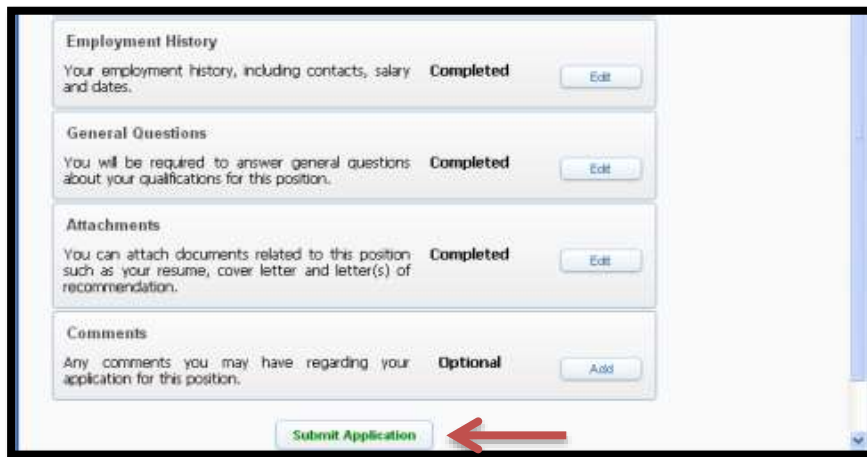
*Means attachment is required.

9. Select “Choose File” to browse for document on your computer.
10. After you upload all of the required documents, click “Back”



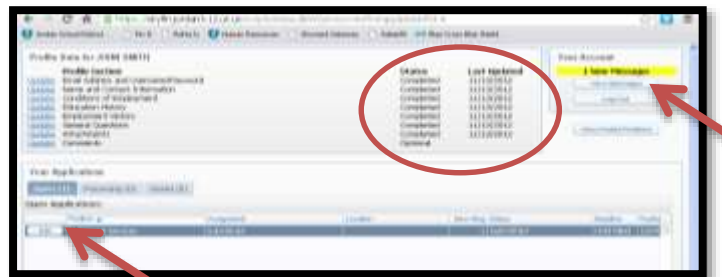
11. After all sections of the application are showing Completed, click “Submit Application”

If you do not click “Submit”, you will not be considered for the position.



You will receive an email confirming your application was submitted.

12. After submission, the system will take you back to your profile. This profile will save your information for future applications and will also show any correspondence that Human Resources may send to you.



Please remember that most correspondence is now done through email.