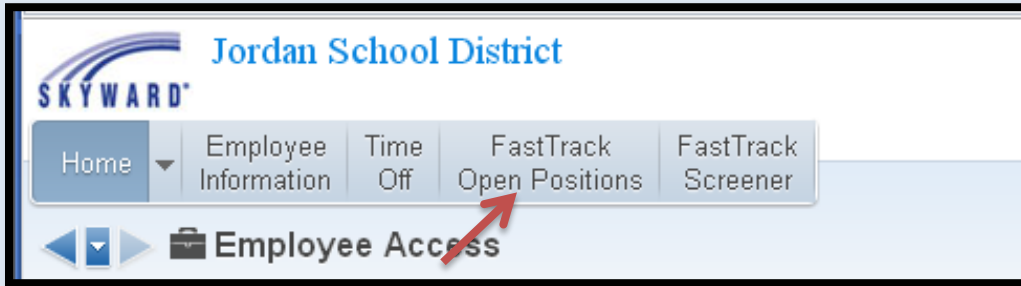


## How to Apply at Jordan School District

### Current Employees

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



### New Applicants

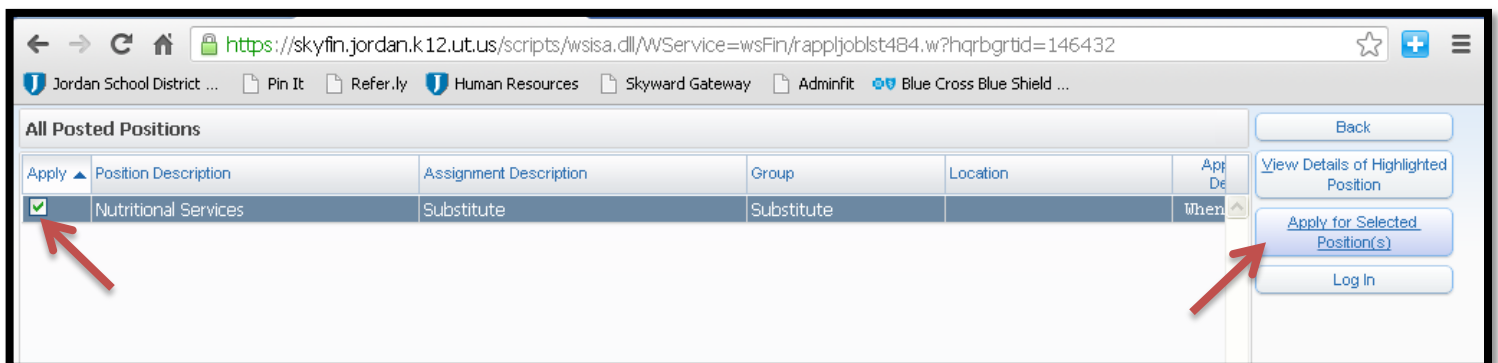
1. Go to: <https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/rappjoblst483.w>

### All Applicants

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 is titled "Existing Users Please Log In" and contains fields for "Username:" and "Password:" with a "Log In" button and a link for "Forgot your username/password?". The bottom section is titled "New Users Please Create a Profile" and includes 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:" (\*\*\*\*\*), and "\* Re-Enter Password:" (\*\*\*\*\*). A "Create Profile" button is highlighted with a red arrow, and a "Back" button is also visible. A note at the bottom 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.

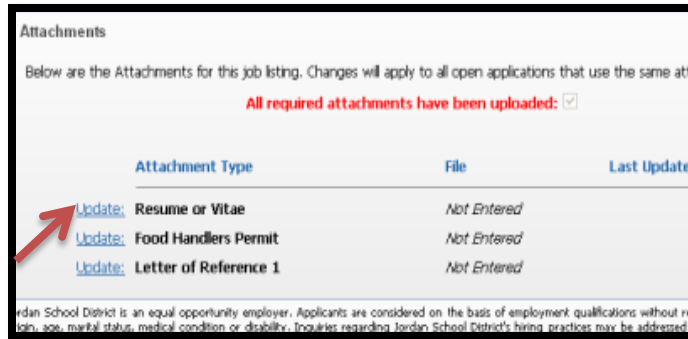
This screenshot displays a list of application sections, each with a description, a status indicator, and an "Add" button. The sections are: "Contact Information" (status: Incomplete), "Conditions of Employment" (status: Incomplete), "Education History" (status: Incomplete), and "Employment History". A red arrow points to the "Add" button for the "Contact Information" section. A note at the top states: "When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right. Your application will not be submitted unless you click the 'Submit Application' button and receive a confirmation email."

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

This screenshot shows a browser window with the URL "https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/rappljoblst453.w?isPopup=true". The main content area features a red checkbox labeled "I Have Completed This Contact Information To The Best Of My Abilities:" which is checked. To the right of this checkbox are "Save" and "Back" buttons, both highlighted with red arrows. Below this is a form section titled "Name and Contact Information" 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".

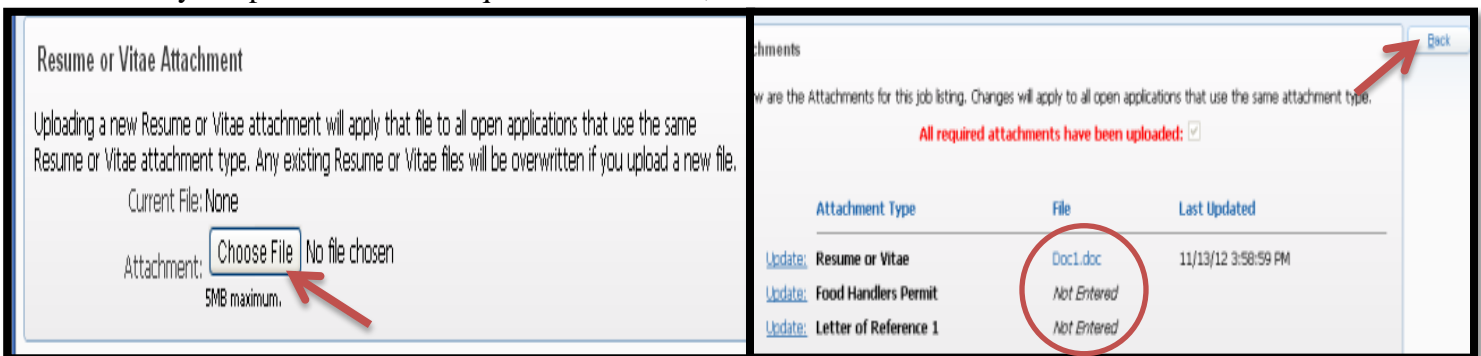
## To add required attachments

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



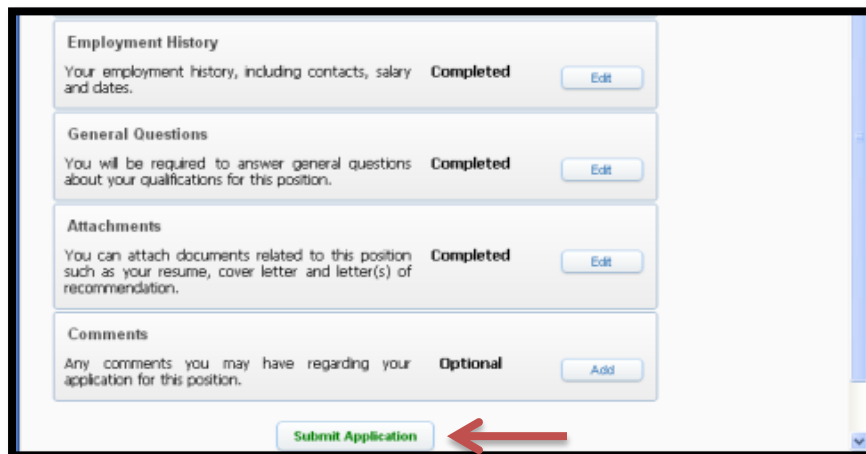
\*Means attachment is required.

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



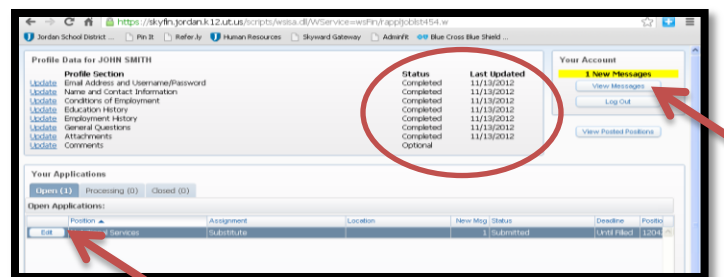
11. After all sections of the application are showing Completed, click “Submit Application”

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.\*