

## HOW TO APPLY FOR JOBS IN U.S.D. 261 HAYSVILLE

Thank you for your interest in working for the Haysville School District. Please follow the directions below to apply.

1. Log on to our application system by clicking on the Apply Online link on our website.
2. First time users need to create a user name and password by beginning an application. Please use the light blue box on the right hand side of the screen to search for jobs by selecting either certified or classified jobs and then clicking on search. Once you have located the job you are interested in applying for, select it by clicking on the title.
3. You will then be able to see the details for the job. If you choose to apply for this job, click "Apply for This Position".
4. Once you have initially created a profile, you can log in using the dark blue box with your username and password the next time you enter the site.  
**Be sure to write down your username and password for future reference. You will need this information each time you access the system.**
5. **NOTE:** Certified applicants can select the Elem, MS, HS, or SPED no school designated choices if you do not see a job that meets your interests. This will allow you to be able to enter your profile and submit an application.
6. You must click affirm, initial, and enter the date on the final screen to submit your application.
7. You will want to check job postings frequently to apply for other job openings as they are posted.
8. **DO NOT SPEND MORE THAN 20 MINUTES ON ANY ONE PAGE OF THE APPLICATION WITHOUT SAVING OR THE SYSTEM MAY TIME YOU OUT.**
9. Attaching documents is important as it allows the interviewers to see your information. If you have difficulty, make certain that there are no spaces or unusual characters (quotation marks, etc) in the titles of your documents. If the system times you out, it is likely your internet service provider and you should try again at a later time.
10. Once you have submitted your application, you will be prompted to return to the jobs page to apply for other positions that interest you or you can log out of the system.
11. You will receive an e-mail confirming your application has been submitted. If you do not receive this e-mail confirmation then your application has not been received and you will need to resubmit it.