

Fast Track Application Instructions

Step 1: View the Position Listing

To view all open positions and apply, click on “Search”. If you have already applied for a position and want to access to your profile, enter in your username and password then click on “Log In.” If you forgot your username or password, click on “Forgot your username/password?” to have an email sent to you with your information.

Existing Applicants Please Log In

If you previously applied for jobs using your Email Address or Applicant ID those values should be used for your Username. Your password remains the same.

Username:

Password:

Log In

[Forgot your username/password?](#)

Search For Jobs/New Applicant

Select the Search button to look for job openings and create a new profile if you are a new applicant.

Search

Check the checkbox of the position you want to review and click on “View Details of Selected Position.” At this step you also have the option to apply for the position without reviewing it.

All Posted Positions								View Details of Highlighted Position
Apply	Category	Position Description	Assignment Description	Location	Application Deadline	Job Type	Position ID	Apply for Selected Position(s)
<input type="checkbox"/>		Classified	Bus Driver	DISTRICT WIDE	08/01/2012	Bus Driver	110810002	Log In
<input type="checkbox"/>		Classified	Custodian	DISTRICT WIDE	08/01/2012	Substitute	110810001	
<input type="checkbox"/>	Classified	Classified	Food Service	DISTRICT WIDE	08/01/2012	Food Serv	111006001	

Step 2: Apply for the Job

Review the position listing. The position listing will give you a preview of the questions included in the online application. When you are ready to begin the online application, scroll to the top of the page and click on the “Apply for Position” button.

Step 3: Create an Account (First Time Only)

You will need an e-mail address and password to access the online application. After you click on Apply for Position, you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with the Bainbridge Island School District check the box that says “I Would Like to Create a New Profile,” enter your information, then click on “Create Profile.”

Please make a note of your username and password as you will need it to access your application profile in the future.

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:", a "Log In" button, and a link for "Forgot your username/password?". The bottom section is titled "New Users Please Create a Profile" and features a checkbox labeled "I Would Like To Create a New Profile". Below this are fields for "Your Email Address:", "* Your First Name:", "* Your Last Name:", "* Your Username:", "* Your Password:", and "* Re-Enter Password:". A "Create Profile" button is located below these fields, and a "Back" button is at the bottom. A legend at the bottom left states "Asterisk (*) denotes a required field".

Step 4: Begin your Online Application

There are 8 sections of the application to complete. Each section (except Comments) contains a check box indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to “Completed”. When all sections are marked “Complete” or “Optional”, you may submit your application to Human Resources at the right. Once your application has been submitted, you may log back into your profile and make updates to the application until the closing deadline.

Your application is automatically save as you enter data. If you cannot complete your application all at once, just click on the “Return to Profile” button to see that your information for that application was saved and then click on “Log Out”. When you want to return and finish, just log back into the system with your username and password.

Job Listing	
Listing: 110810002	Type: Part Time
Position: Classified	Dept: Temporary
Assignment: Bus Driver	Group: Subs
Location: DISTRICT WIDE	Deadline: 08/01/2012
Appl. Status: Not Submitted	
View Details Of This Job Listing	
This position has 9 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.	

[Submit to HR](#)

[Cancel Application](#)

[Return to Profile](#)

For more information on how to apply for positions, please review the Frequently Asked Questions (FAQs) document. If your questions are still not answered, please feel free to contact us.

Email: rknight@bisd303.org

Telephone: 206.842.4714