

## Employment Application FAQs

1. I don't have my documents in electronic form. How can I attach them to my application?
  - ❖ *You can have your documents scanned to a disc at copy stores such as Kinko's or Staples, or possibly your local library. You can then upload them directly from your home computer.*
2. If I see another position posted in which I would be interested, should I re-apply?
  - ❖ *No, you should not re-apply. Log back on to your application and add the new position to the list you had previously selected.*
3. How will I know that you have received my application?
  - ❖ *You will receive an e-mail from the District indicating that your application has been received. If you do not receive an e-mail, log back on to your application and make sure you have entered the correct e-mail address. If it is correct, check your deleted e-mails. If you still do not see an e-mail, contact the Personnel Office at SAU 55.*
4. Some of my information has changed since I first completed my application. Should I send my new documents to the District?
  - ❖ *No, do not send documents to the District. Log back on to your application, and make the changes to it. e.g. added endorsement, new certificate expiration date or additional letter of reference. Searches for candidates are based on the information in your application, so it is imperative to keep it updated with current information. Scan the new document, and attach it to your application.*
5. I attached my document under the incorrect label. e.g. Certificate labeled as Transcripts. How do I correct that?
  - ❖ *Contact the Personnel Office at SAU 55 to explain the situation and your document will be re-labeled correctly.*
6. Can I apply for a position even though there is not a specific one posted as available?
  - ❖ *Yes, you can select a general category as well as a specific job posting.*
7. Should I send in my original Transcripts when I apply for a position?
  - ❖ *No, you should not send in original transcripts. You should upload your scanned transcripts to your application. Original transcripts are required only if you obtain a position with the District, and you will be asked to provide them at that time.*
8. If I applied for a position for this year and was not hired, do I need to complete a new application next year if I want to apply again?
  - ❖ *No, you do not need to complete a new application. You would need to log back on to your application, updating it with current information. Your application will still be active, and you will be considered for open positions. You would need to upload any documents to your application that are new or have changed since the previous year.*
9. How will I know if my application is still considered "active"?
  - ❖ *You will receive an e-mail from the District when it is time for "inactive files" to be removed. You will be asked if you wish to keep your application "active" and given instructions on how to maintain this status if that is your intention. Your application will not be inactivated without notification.*