Completing an Application

🌐 **recruiting-help.frontlineeducation.com**/hc/en-us/articles/115003572308

You as an applicant complete an employment application through your individual applicant tracking profiles. This profile allows you to review submission requirements, apply for jobs which match your interests, and save personal information related to current or ongoing applications.

The system records any updates made to your profile and may issue an error if you attempt to submit an application prior to completing the specified requirements for that position.

Home Tab

Your applicant's initial "Home" tab notifies you of your current session progress. It marks any current yet incomplete vacancies as "Not Yet Submitted" and provides a date for any previously submitted entries. This information helps you understand any pending application requirements and serves as a useful reminder for currently completed steps.

Your Application requires updating. Please review the table below.

You have added vacancies to your Application. You should hit the Edit button on this page, review your Application for completeness, and then resubmit the Application.

Title	Submission Date
Job ID 102: Middle School Reading & Language Arts Teachers	Not Yet Submitted
Job ID 108: Gifted Teacher	May 28 2015 8:33PM

Adapted by Jefferson County Public Schools

From here, you can select the **Employment Application** tab to view potential jobs and submit an application.

Employment Application Tab

Your job selections determine the content required to submit in your application. These sections address common job-related details, indicate job interests, and allow you to apply for specific vacancies.

Each applicant must complete the steps found in the side navigation in order to submit an application. The entire process generally takes 30-60 minutes to complete and applicants can save and return to their work at any time.

Keep in mind, Personal Information, Postal Address, Vacancy Desired, Position Desired, and the Confirmation Pages appear by default. All other pages appear based on the current selections made by you as an applicant. If a selected job closes, the information associated with that JobID no longer appears in the side navigation.

Two main focus points within this navigation list include "Vacancy Desired" and "Position Desired."

Vacancy Desired
The "Vacancy Desired" page lists all available jobs within the district and allows you to click the checkbox beside any job for which you wish to apply. Just keep in mind, you must first complete any required entries in the side navigation prior to submission.
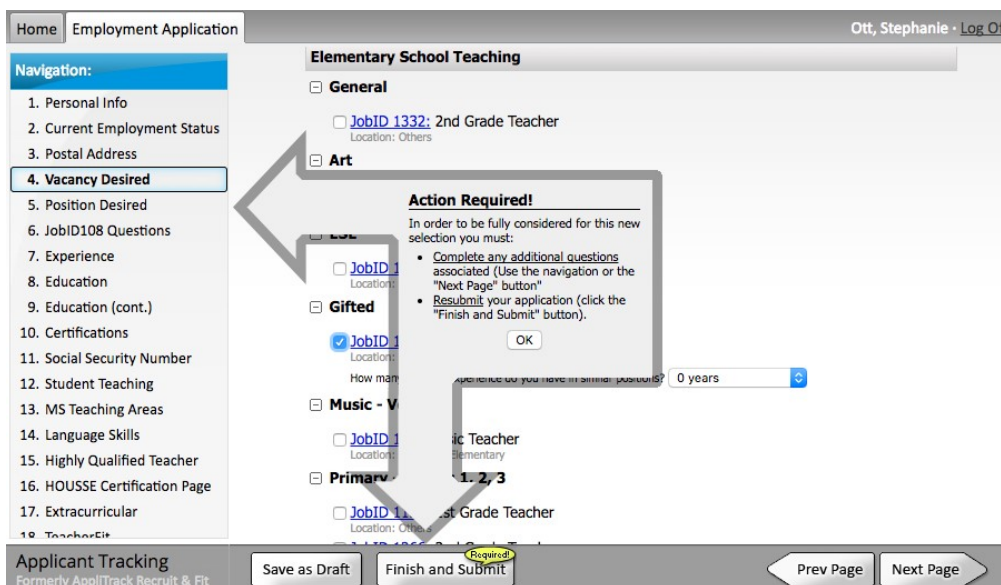
Position Desired

The "Position Desired" page allows you to simply click the checkbox beside the desired position pool to associate yourselve with the job.
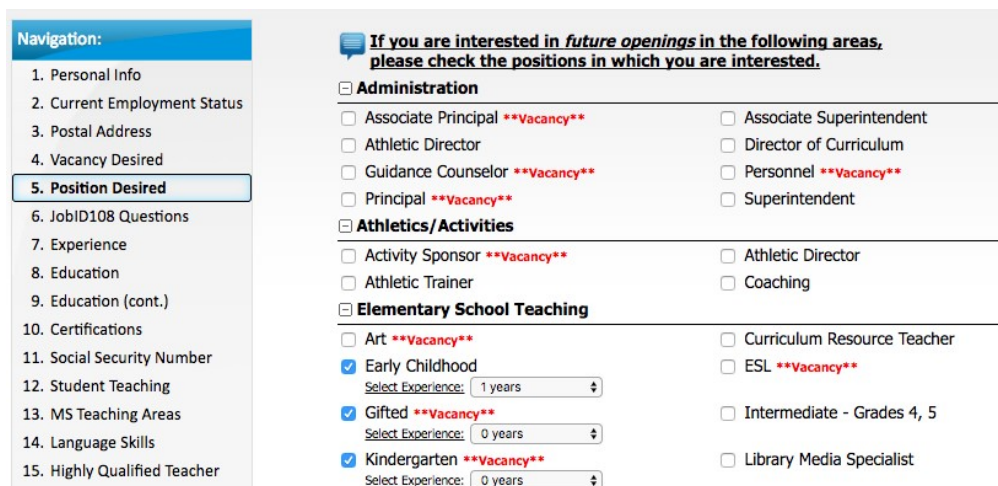
Confirmation Page

Once you select a job from the "Vacancy Desired" page and clicks **Finish and Submit**, the system shows whether any areas are not yet complete within their application. These missing areas appear as either errors (for pending required information) or warnings (for optional details left blank).

> There are omissions that prevent submission of your application. You must correct the following errors before you can submit your application.
>
> *Tip:* After you correct the errors on a page use the "finish" button at the bottom of the window to return here.
>
> | Type | Message |
> | --- | --- |
> | **Attention Needed:** | • Permanent country is missing.

• [Go to the Postal Address step] |

You must correct any errors and click **Finish and Submit** once more to return to the completion page.

If no additional errors appear, simply click **Submit Application** to complete the process.

> Please read the following before submitting your Application.
>
> • You should print preview your Application. You may need to download Adobe Acrobat if the print doesn't work. This is what hiring administrators will see.
>
> • If you do not wish to submit your Application yet, click save as draft.
>
> • If you want to mark your Application as **'completed'** and submit it to District 123 for review, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link, to continue working.
>
> • Upon submission, your application will become active in our files. You will be notified by email when your application expires so that you can log in and re-activate it if you wish.
>
> Submit Application

The applicant tracking feature then provides you a confirmation page with submittal details as a final submission summary.

> 💬 **Finished!**
>
> ✅ Your Application was submitted to Recruiting & Hiring Certification District. You will receive an automated confirmation email momentarily. Be sure to read it as it may contain further requirements regarding your candidacy.
>
> Note: The email is sent from **mailbot@applitrack.com**. Depending on your email settings, you may need to add it to your "Allowed Senders" list or it may be delivered to your junk mail folder.
>
> Show/Hide Email Text
>
> **This message confirms submission of your online Application to District 123, at 12/12/2016 9:16:17 AM Central Time. Please review the messages and summary below.**