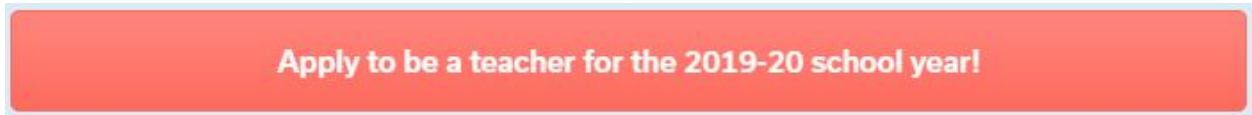THE SCHOOL DISTRICT OF
PHILADELPHIA

2019-20 TEACHER APPLICATION "HOW TO"

Complete Your Profile

1. Navigate to **https://jobs.philasd.org/opportunities/teachers/**
2. Click the big red button to get to the job application system.

Apply to be a teacher for the 2019-20 school year!

3. This will take you to the job description.
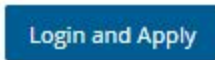
THE SCHOOL DISTRICT OF
PHILADELPHIA

Teacher Talent Pool, SY 2019-2020
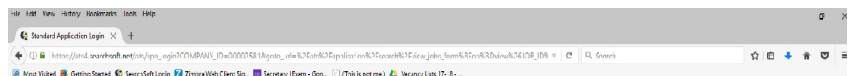**The School District of Philadelphia**
Philadelphia, PA
Teacher
Grades PK-12

Job Number 4600167121
Start Date
Open Date 11/26/2018
Closing Date

4. After reviewing the job description, scroll to the bottom and click "Login and Apply"

Login and Apply

5. Follow the instructions to create a profile.
   a. If you do not have an account, click "Create an Account". You will be prompted to create a username and password.
   b. When you are prompted to select an applicant type, **you should click 'Teacher' as your applicant type.**
   c. When you are prompted to select an application type, **you should click Standard Application** if you are not a current employee. If you are a current employee, you may select the Transfer Application option.
   d. You will also be asked to set up account recovery questions.
   e. If you have already created an account, you may enter your username and password in the proper fields.

6. Once you have created your account, you must create your application profile. Click on "My Application". Do not try to apply to the position until you have completed your application profile, otherwise it will not let you apply!

7. To create your application profile, you will need to clicking on each tab in your application and enter information into each required field in the section. Click 'save' at the bottom of each tab once you are done. You must complete each tab.

| General Information |
| Voluntary |
| College |
| Exercise Samples |
| Certification |
| Employment History |
| Employment Preferences |
| Multilingual Abilities |
| Background Information |
| References |

Please be sure to fill out all required fields
Trick: Click the blue "check" mark right above the General Information tab to check what information you still need to enter

8. You will know when your application profile is complete when clicking on the blue check mark shows the following:

Data Entry Requirement Met

Your minimum data entry requirements have been met. This application is now available to hiring personnel.

The School District of Philadelphia's hiring policy may require additional steps to ensure eligibility (e.g. attaching documents, applying for jobs, etc...) Please see the The School District of Philadelphia's website for further instructions.

Back

Add your Profile to a Specific Job Opening

9. When finished with your profile, Click the *Jobs* tab, select *All Jobs*.

Help ▾   Jobs ▾   Account Information

All Jobs
Job Search
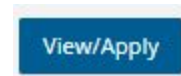Applied Jobs
Job Notifications

10. Find the position "Teacher Talent Pool, SY 2019-2020" and click "View/Apply"

View/Apply

11. On the next page, select "Apply for this job" and complete the questionnaire for the position. Click Save and Next. You're done!

12. If you would like to apply for a Specialty Teaching Position, you can apply from the "All Jobs" tab.

	INTERNAL JOB NUMBER	TITLE	JOB TYPE	DISTRICT	APPLIED
View/Apply		Teacher CTE- Health Related Technology	CTE: Health Related Technology 7-12	The School District of Philadelphia	No
View/Apply		Teacher, Current School Year 2018-19	Teacher	The School District of Philadelphia	Yes
View/Apply		Teacher Talent Pool, SY 2019-2020	Teacher	The School District of Philadelphia	Yes
View/Apply		Teacher CTE-Architectural Drafting & Design	CTE: Architectural Design Tech 7-12	The School District of Philadelphia	No
View/Apply		Reading Specialist	Teacher	The School District of Philadelphia	No

13. To verify if you applied to the correct role, click your *Jobs* tab, then *Applied Jobs* to verify; any position you applied to will appear.