



CENTRAL OFFICE JOB APPLICATION “HOW TO”

For all Central Office applications

Complete Your Profile

1. Navigate to jobs.philasd.org
2. To view our current Central Office job listings, click on Opportunities -> Central Office (starred in the picture below).
3. To create a job application, click on Job Application (starred in the picture below).

The screenshot shows the website's navigation bar with links: Home, Our Schools, Opportunities (selected), Certification & Salary, Required Hiring Documents, Contact Us, Information Center, and Hiring Events. A dropdown menu under 'Opportunities' lists: School Leadership, Teachers & Counselors, Student Support & Operations, Central Office (highlighted with a yellow star), Substitute Services, Summer Opportunities, and Part-Time & Internship Opportunities. Below the menu is a banner for 'Every Child Deserves To An Outstanding Education' featuring a teacher and students. Two red buttons are visible: 'Apply to a Teacher Position for the 2019-20 School Year Here' and 'The Building Engineer Trainee Application is now live! Click here to apply!'. On the right, a dark blue sidebar contains links: 'Hiring Events', 'Online Job Board', 'Teach in SDP', 'Site Selection Homepage', and 'Job Application' (highlighted with a yellow star).

4. 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 ‘Central Office’ 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.



THE SCHOOL DISTRICT OF PHILADELPHIA



The School District of Philadelphia Standard Application

Step 1
Create an Account

You will need to create an account with a username and password when you first login. Once your account has been created, you may return to locate your application, add attachments, or leave your application.

Step 2
Complete your application

You may exit the program at any time and return to complete it at your convenience.

Step 3

User Login

Username

Password

[Having trouble logging in?](#)

5. 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!**

6. 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.

THE SCHOOL DISTRICT OF PHILADELPHIA

Help eForms Jobs Searching Data Ad

Record 1 of 2

Filter Results Return To List

General Information

Voluntary

Address

High School

College

Certification

Employment History

Employment Preferences

Multilingual Abilities

Background Information

References

Additional Information

Account Status: Active

Account Creation Date: 09/28/2016

Courtesy Title (optional): Ms.

*First Name: [Redacted]

Other Name(s): [Redacted]

*Social Security Number: [Redacted]

*Permanent Email Address: [Redacted]

*Applicant Status: Active - New

****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****

7. 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.

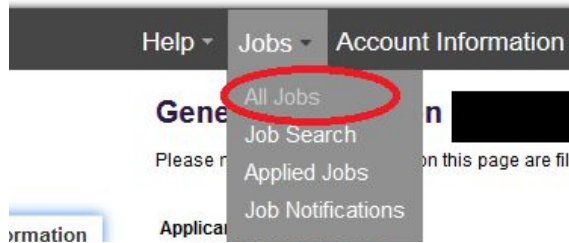
[Back](#)

Add your Profile to a Specific Job Opening

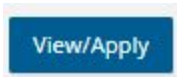


THE SCHOOL DISTRICT OF PHILADELPHIA

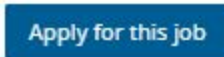
8. When finished with your profile, Click the **Jobs** tab, select **All Jobs**.



9. Find the position you are interested in applying for and click 'View and Apply'.



10. On the next page, select "Apply for this job" and complete the questionnaire for the position. Click Save and Next. You're done! **You will receive an email confirming your application was received, which will include the title of the role you successfully applied to.**



11. If you receive a message stating you have not completed all the required fields, click **My Application** then click the circle with the check mark to see which pieces of information you are still missing.

