2020 SCHOOL BASED SUPPORT JOB APPLICATION “HOW TO”

For the Student Support Talent Pool, Operations Support Talent Pool, and Skilled Trades Talent Pool.

Complete Your Profile

1. Navigate to www.workinphilly.com and click ‘Apply Now’.
2. Click the big red button at the top of the next page to get to the job application system.

3. 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 ‘School Based Support’ 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 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.

4. 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!
5. To create your application profile, fill in the fields on the first page ("General Information"). When complete, click ‘Save and Next’. This will take you to the next tab in your application.

6. Complete all tabs of information.

**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 button](url)

**Add your Profile to a Specific Job Opening**

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”.

Select the [Student Support Talent Pool SY 2019-20](http://bit.ly/InstrucionalSupportSDP) posting if you are interested in any of the following roles: Bus Attendant, part-time Student Climate Staff, Supportive Service Assistant, Special Education Assistant. To learn more about student support roles, please visit [http://bit.ly/InstrucionalSupportSDP](http://bit.ly/InstrucionalSupportSDP)

Select the [Operational Support Talent Pool SY 2019-20](http://bit.ly/OperationalSupportSDP) posting if you are interested in any facilities, food service, or maintenance position: General Cleaner, Food Service Assistant, Food Service Utility Worker. To learn more about operational support roles, please visit [http://bit.ly/OperationalSupportSDP](http://bit.ly/OperationalSupportSDP)


For any other positions, please apply to the specific postings.

10. On the next page, select “Apply for this job” and complete the questionnaire for the position. Click Save and Next. You’re done!

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.