

ASD Job Applications: Custodial Transfer User Guide



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The Anchorage School District

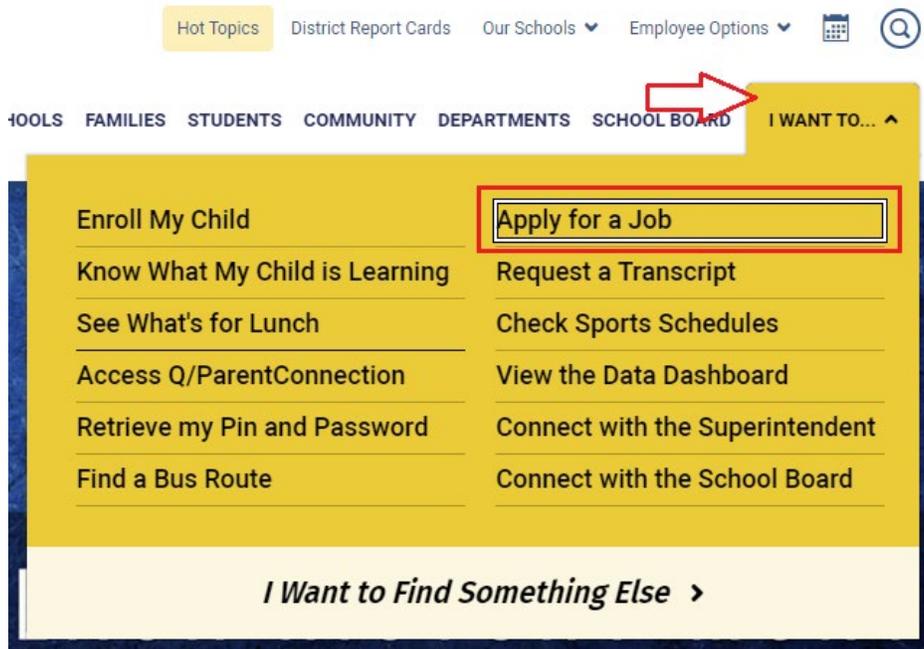
The following pages are a reference for current custodians who are interested in transferring to a new custodial position with the Anchorage School District.

All of ASD's positions are advertised on our website, www.asdk12.org/workforasd. When applying, you will be applying through our Frontline Recruiting & Hiring system. Both members of the public and current employees interested in positions in ASD apply through this system. If you need assistance, please feel free to call us at 907-742-4115.

Finding Information on Open Jobs

Information on working for Anchorage School District as well as current position vacancies are viewed online on the [ASD website](#).

1. On the homepage, look at the right for the yellow menu button labeled *I WANT TO*.
2. Click on the words *Apply for a Job*.
3. Or you can go to the [Work for ASD website](#) directly at www.asdk12.org/workforasd.



Work For ASD Page

On the Work for ASD page, scroll down to the section with the header *Apply for a Job*. You will see several buttons.

- Internal positions: Click *View positions open to internal applicants* to see all open ASD vacancies.
 - Positions marked with the red internal only note are only open to ASD employees who are currently working in that position's associated bargaining unit.
- External positions: *Click View positions open external applicants* to view ASD vacancies that are open to any qualified applicant.
- To view a basic list of open positions, click the link *View or print a list of open positions*.
- If you have applied with us before and want to update your profile or already know which job you wish to apply for, click *Create or edit an application* to log into your profile.
 - Enter the email address and password you used when you previously applied. If you wish to use a new email address, you may change it after logging in with the previous email as your username.

Apply for a Job

If you currently work in a position associated with an ASD bargaining unit, please click the internal applicants button below to view currently open positions. If you are currently an ASD substitute, temporary, or not an ASD employee, please click the external applicants button to view currently open positions.

Current AEA staff who are interested in transfer, who have been informed by their principal that they are displaced, or who are returning from leave should click View Positions Open to Internal Candidates. Click the link to open AEA Transfer Requests and then click the red Apply button to the right of the job title that applies to your situation.

[View positions open to internal applicants](#)

[View positions open to external applicants](#)

[Create or edit an application](#)

[View or print a list of open positions](#)

Do you need assistance filling out an application? We're available to help!
Please visit us at 5530 E Northern Lights Blvd, Anchorage, AK 99504, or call us at 907-742-4115.

Viewing Custodial Job Postings

To view open custodial positions:

1. On the Work for ASD page, click the blue *View positions open to internal applicants* button.
2. On the next page, find the header labeled Custodial and click the link to open it. [Custodial \(2\)](#)
3. You will see a list of jobs that are currently open. Positions with a red (Internal Only) note are currently only open to ASD employees who already work as custodians.
4. Look at each position to find one that you want to apply for. The main header shows the title, date posted, and work or department location.
5. Next to Additional Information, click *Show/Hide* to view the description of the job. Click the link again to hide the description.

Additional Information: [Show/Hide](#)

6. If you want to apply for a position, click the red *Apply* button in the upper right corner of the vacancy summary. This will open a window to either create a new application or, if you have applied using this system before, you will log into your existing profile.

Elementary Lead Custodian (Internal Only) JobID: 7005 [Apply](#)

Position Type:
Custodial/Elementary Lead Custodian [Email To A Friend](#)
[Print Version](#)

Date Posted:
11/12/2020

Location:
KLATT ELEMENTARY

Date Available:
ASAP

Closing Date:
11/18/2020

Additional Information: [Show/Hide](#)

Additional Information: [Show/Hide](#)

Bargaining Unit: LOCAL 71
Work Year: 10.5 months
Work Day: 8 hours per day
FTE: Full time, 1.0 FTE
Salary: J-2, \$16.50-\$19.89 per Hour

Job Summary
The Elementary Lead Custodian maintains elementary school buildings and equipment and manages timesheets and schedules for custodial employees. The position has a retirement association with the Public Employees' Retirement System (PERS).

Job Requirements
The following are required:
1. A high school diploma or equivalent.

Filling Out the Application

After clicking *Apply* on the job posting, a new window will open for you to start or log into your application. There are several options on the application login screen. Click the one that applies to you.

- **Start:** Creates a new profile and application for applicants who have never applied for Anchorage School District jobs using Recruiting & Hiring.
- **Login:** Allows applicants who applied with Anchorage School District in the past to log in and update their profile and/or apply for another job. Note that returning applicants should review any existing information and update it as needed.
- **Import:** Allows new applicants who have previously applied to a different school district that uses the Recruiting & Hiring/AppliTrack system to import basic information into their new ASD profile. Note that this option only brings over basic information that is the same in both systems.



START
begin the process



LOGIN
to existing account



IMPORT
from another account

System Basics

After you have logged in, you'll see the following on each page. Use these buttons to work in the application.

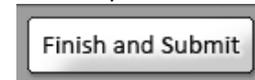
- When completing each page, click *Next Page* at the bottom right so that the system will accept your information and move you forward in the application.



- You may save your application at any time in the process by clicking *Save as Draft*. When you return later, click LOGIN and enter your email address and password. Remember that when you click Save as Draft the application has not yet been submitted—you have not yet applied for a position.



- Questions with a red asterisk  are required for the application to be complete.
- When you have finished answering all of the questions, click *Finish and Submit*.



- Note that if an application is started but is never submitted, the system will automatically delete it after 30 days.

Application Pages

As a current employee working in the Custodial bargaining unit, when you apply for another custodial position you will fill out a transfer application. It is shorter than the full application.

1. To begin, click START if you have not used the Recruiting and Hiring system before. Or, if you originally applied for your job in the Recruiting and Hiring system, click LOGIN.
 - a. If you click LOGIN, you will enter the email and password that you first used to apply for a job with us.
2. When you are in the application, either enter your personal information or update anything already there that might have changed. The email address you enter will become the username for your profile. Remember this email and password so that you can log in again in the future.
3. On the first page, enter your name and basic contact information:
 - a. Your email address.
 - b. A password. This will allow you to save a partly completed application and come back to it later, or to apply for additional positions in the future.
 - c. Choose a secret question and type in the answer. This will help you to log in to your account if you forget your password.
4. Click the *Next Page* arrow at the bottom right of the screen to continue.

The screenshot shows the 'Anchorage School District - Employment Application' web interface. The page title is 'Anchorage School District - Employment Application'. The user is logged in as 'Test Rigby, Eleanor' and can click 'Log Off'. The navigation menu on the left includes: 1. Personal Info (selected), 2. Current Employment Status, 3. Postal Address, 4. Vacancy Desired, 5. Position Desired, and 6. Confirmation. The main content area displays a message: 'Please enter all required information.' Below this, there are name fields: 'Name: [Title] [First] [Middle Initial] [Last] [Suffix]'. The current values are: [Title] (dropdown), Eleanor (First), B (Middle Initial), Test Rigby (Last), and (Suffix) (dropdown). A note states: 'Fields preceded by a red asterisk (*) are required.' Below the name fields, there is a section for 'Other name under which transcripts, certificates, and former applications may be listed:' with 'Other: [Title] [First] [Middle Initial] [Last] [Suffix]' fields. A message says: 'The following information is needed for you to continue your application at a later date.' followed by a list: 'Your email address will be used to communicate with you. (be sure to use your full Internet email address)' and 'Your password prevents others from viewing your application. Choose any password you'. At the bottom, there are buttons for 'Applicant Tracking Formerly ApplTrack Recruit & Fit', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

- On the second page, choose *I am a regular employee of the Anchorage School District and applying for a position within my position's same bargaining unit....*

Anchorage School District - Employment Application

Home | Employment Application | Test Rigby, Eleanor | [Log Off](#)

Navigation:

- Personal Info
- 2. Current Employment Status**
- Postal Address
- Vacancy Desired
- Position Desired
- Confirmation

Please enter all required information.

What is your current employment status with Anchorage School District?

I am a temporary or substitute employee, a current regular employee applying for a position in another bargaining unit, or not an employee of the Anchorage School District.
 I am a regular employee of the Anchorage School District and applying for a position within my position's same bargaining unit.

This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Anchorage School District.

Applicant Tracking
Formerly AppliTrack Recruit & Fit

Save as Draft | Finish and Submit | Prev Page | Next Page

- On the next page, fill in your mailing address under Permanent Address. If you are temporarily receiving your mail at another address, enter this second address under Present Address. Click *Next Page* to continue.

Anchorage School District - Employment Application

Home | Employment Application | Test Rigby, Eleanor | [Log Off](#)

Navigation:

- Personal Info
- Current Employment Status
- 3. Postal Address**
- Vacancy Desired
- Position Desired
- Confirmation

Fields preceded by a red asterisk (*) are required.

Please list your mailing address.

* Permanent Address		Present Address	
Number & Street:	10101 Abbey Road	Number & Street:	
Apt. Number:		Apt. Number:	
City:	Eagle River	City:	
State/Province:	AK	State/Province:	
Zip/Postal Code:	99577	Zip/Postal Code:	
Country:	United States of America	Country:	
Daytime Phone:	123 4567891	Phone Number:	
Home/Cell Phone:	907 123-4567	Until what date?:	

Applicant Tracking
Formerly AppliTrack Recruit & Fit

Save as Draft | Finish and Submit | Prev Page | Next Page

7. The Vacancy Desired page lists all jobs that are currently open. Scroll down the list to find the section labeled Custodial and make sure that the job title and JobID you applied for is already marked.
 - a. If you wish to read the information on the position again, click the job ID number. It will open the job description.

Custodial	
<input type="checkbox"/> Elementary Lead Custodian	
<input checked="" type="checkbox"/>	JobID 7005 : Elementary Lead Custodian **Internal Only** Location: KLATT ELEMENTARY How many years of experience do you have in similar positions? <input type="text" value="5 years"/>
<input type="checkbox"/> Part Time Custodian	

8. After clicking the box, a question and drop down menu may pop up asking how many years of experience you have. Click the menu to choose the number of years.
9. Click the *Next Page* arrow at the bottom to continue. You may have to click it several times to scroll through the list of open jobs before the application moves to the next page.
10. On the Experience page, enter information on your previous job experience.

1. Current or Most Recent Position Held		Delete Employer
* Employer Name:	<input type="text" value="Anchorage School District"/>	
* Position Title:	<input type="text" value="Roving Custodian"/>	
Employer Contact Information		
Street:	<input type="text"/>	

11. On the Reference page, please enter the name and contact information of any references.
 - a. The reference will receive an emailed reference survey. Please have the reference complete the reference form.
12. On the next few pages, enter your education, certifications, and additional skills.

 Please tell us about your educational background **beginning with the most recent**. For each institution, list the college semester hours* you received in your major and minor. *Please list hours as semester hours. (Convert quarter hours to semester hours by multiplying the quarter hours by 2/3.)

* High School Attended	* Graduation Status
<input type="text" value="Test High School"/>	<input type="text" value="H.S. Diploma"/>
City:	State:
<input type="text" value="Plymouth"/>	<input type="text" value="MN"/>

Colleges, Universities and Technical Schools Attended:

1. Name and Location:		Delete Institution
<input type="text" value="Test University"/>		
City	<input type="text" value="Testlandia"/>	

13. On the page *Attach Resume References and Supporting Documents*, you may upload files of your resume, cover letter, letters of recommendation, etc. if you have them. You must create or scan the documents and attach the files yourself; HR Talent Management cannot scan or attach documents for applicants.
- To upload the file, click *Add File* next to the type of document you are uploading.

 **General Public & Temporary ASD Employees:** You may attach additional documents to your application. Click 'Add File' to submit a file electronically now.

Type	Status
Cover Letter	Add File(s)
Current Resume	Add File(s)
* File 1 received on 2/1/2018 7:05:00 PM	Replace Delete
1st Reference Letter	Add File(s)
2nd Reference Letter	Add File(s)
3rd Reference Letter	Add File(s)
Additional Documents 1	Add File(s)
* File 1 received on 3/8/2018 7:21:00 PM	Replace Delete
Additional Documents 2	Add File(s)
Additional Documents 3	Add File(s)

Save as Draft Finish and Submit [Prev Page](#) [Next Page](#)

- On the next page, click *Browse*. Search for the document on your computer. Click the document to highlight it, then click *Open*.
 - After browsing and choosing the document, click *Upload*. A message should appear stating that the document was saved successfully. Click *Continue*.
 - Upload any other documents. When finished uploading, click *Next Page*.
14. Continue filling out the next pages, always clicking *Next Page* when finished.

15. When you are finished with all the pages, click *Finish and Submit* at the bottom of the page.
 - a. If at the end of the application you receive an error or warning, you must complete the missing information on the indicated pages before submitting. An application with missing information can be saved as a draft to work on later.



Your Application cannot be updated.

There are omissions that prevent submission of your application. You must correct the following before you can submit your application.

Tip: After you correct a page use the "finish" button at the bottom of the window to return here.

Type	Message
Attention Needed:	<ul style="list-style-type: none"> A total of 2 references are required. Each reference must have a valid email address. You have 1 valid references. [Go to the References step]
Attention Needed:	<ul style="list-style-type: none"> How would you diffuse a volatile or potentially volatile situation? required What personal characteristics and attributes do you possess that would enable you to be a

16. On the last page, you will have the option to print the application.
17. When the application is successfully submitted you will receive an email confirming your application and listing the positions for which you applied.

Applying for Another Job in the Future

If later other positions open in which you have interest, do not start a new application. You will log back in to the account you already created.

1. Starting on the [Work for ASD](#) page, scroll down and click the blue button *Create or Edit an Application*.

Create or edit an application

- a. Or, go to the job posting you are interested in and click the red *Apply* button at the upper right.
2. Enter the email address and password you provided earlier and click *LOGIN*.
3. Once logged in, you will see all the information you provided previously. Review it and update it as needed.
4. On the Vacancy Desired page, checkmark whichever new Job ID you are interested in. Uncheck any position you are no longer interested in.
5. Choosing a new Job ID or position may create new pages in the application. Review the rest of the pages to be sure all of the required questions are complete.
6. Click *Finish and Submit* when complete.
7. On the last page, you will have the option to print the application.
8. When the application is successfully submitted you will receive an email confirming your application and listing the positions for which you applied.

No Longer Interested

If after submitting your application you decide you are no longer interested in the position:

1. Log back into your application and go to the Vacancy Desired page and/or Position Desired page.
2. Uncheck the box next to the Job ID you no longer want to be considered for.
 - a. If the Job ID/position has already closed, it will not be listed. If this occurs, please call us at 907-742-4115 to let us know you are no longer interested in the position.
3. Click *Finish and Submit*.