

Cov Ntawv Thov Ua Hauj Lwm Ntawm ASD: Lus Qhia Rau Tus Neeg Siv Txog Hloov Kev Saib Xyuas



Tau nthuav tawm los ntawm ASD Talent Management Department
(ASD Lub Chaw Hauj Lwm Tuav Tswj Fab Kev Txawj Ntse)
www.asdk12.org/workforasd or 907-742-4115

Cov Ncauj Lus

Anchorage School District (Koog Tsev Kawm Ntawv Anchorage)..... 3

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Anchorage School District (Koog Tsev Kawm Ntawv Anchorage)

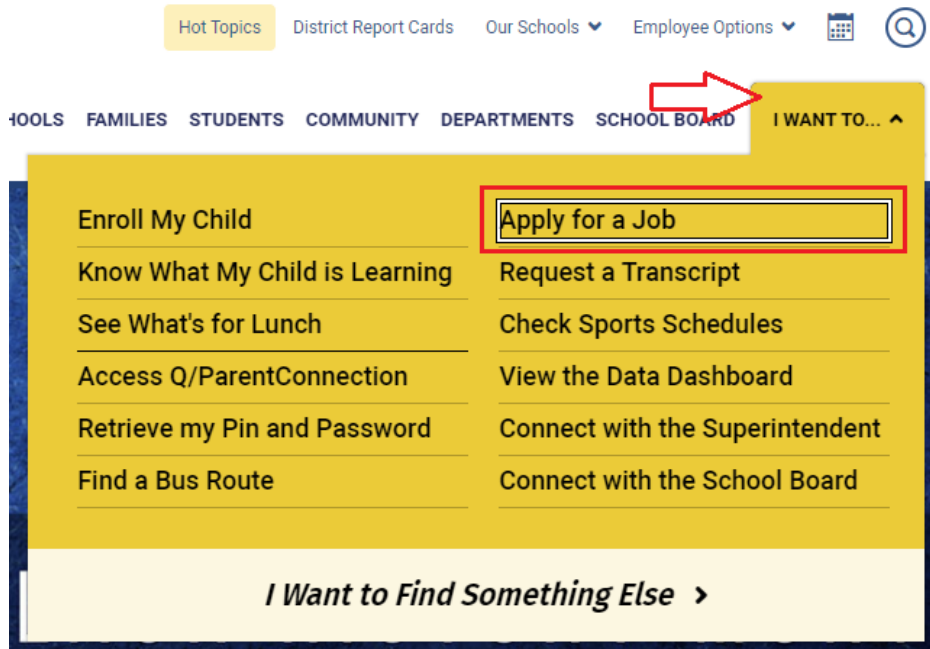
Cov nplooj ntawv txuas mus no yog cov ntaub ntawv hais txog cov neeg muab kev saib xyuas tam sim no tus uas tau muaj kev nyiam rau kev hloov lub luag hauj lwm kev saib xyuas tshiab nrog rau Anchorage School District.

ASD txhua cov luag hauj lwm tau nthuav qhia nyob rau peb lub vev xaib, www.asdk12.org/workforasd. Thaum thov, koj yuav tsum tau thov los ntawm peb cov kev ua hauj lwm txog Kev Ntrhiav Neeg Ua Hauj Lwm thiab Ntiav Neeg Ua Hauj Lwm. Txhua nrho cov tswv cuab ntawm zej tsoom thiab cov neeg ua hauj lwm nyob rau tam sim no uas tau muaj kev nyiam raug cov luag hauj lwm nyob rau ASD li kev thov los ntawm qhov kev ua hauj lwm no. Yog tias koj xav tau kev pab, thov hu rau peb ntawm tus xov tooj hu dawb 907-742-4115.

Kev Nrhiav Ntaub Ntawv Cuam Tshuam Txog Cov Hauj Lwm Uas Qhib

Cov ntaub ntawv cuam tshuam txog kev ua hauj lwm rau Anchorage School District xws li cov luag hauj lwm seem nyob rau tam sim no uas saib tau nyob rau hauv oos lais nyob rau [ASD lub vev xaib](#).

1. Nyob rau nplooj xub thawj, saib rau sab xis ntawm lub pob mes nus xim daj uas tau sau *I WANT TO (KUV XAV TAU)*.
2. Nyem rau cov hauj lwm *Apply for a Job (Thov rau txoj Hauj Lwm)*.
3. Los sis koj tuaj yeem mus tau rau lub [vev xaib Ua Hauj Lwm rau ASD](#) ncaj nraim ntawm www.asdk12.org/workforasd.



Nplooj Ua Hauj Lwm Rau ASD

Nyob rau nplooj Ua Hauj Lwm rau ASD, swb nqis txhawm rau xaiv qhov *Apply for a Job (Thov rau txoj Hauj Lwm)* nyob saum lub hau ntawv. Koj yuav pom ntau lub pob.

- Cov luag hauj lwm sab hauv: Nyem rau *View positions open to internal applicants (Saib cov luag hauj lwm uas qhib rau cov neeg thov sab hauv)* txhawm rau saib ASD cov luag hauj lwm seem uas qhib txais.
 - Cov luag hauj lwm uas tau kos cim uas tsuas yog cim xim liab rau sab hauv tsuas yog qhib rau ASD cov neeg ua hauj lwm tus uas ua hauj lwm nyob rau tam sim no uas ua lub luag hauj lwm tau cuam tshuam txog lub chaw sib tham txog kev hu nqi.
- Cov luag hauj lwm sab nrauv: Nyem rau *View positions open external applicants (Saib cov luag hauj lwm uas qhib rau cov neeg thov sab nrauv)* txhawm rau saib ASD cov luag hauj lwm seem uas qhib rau tej tus neeg thov uas tsim nyog.
- Txhawm rau saib daim npe theem pib ntawm cov luag hauj lwm uas qhib, nyem rau txoj kab txuas mus rau lwm qhov *View or print a list of open positions (Saib los sis luam tawm daim npe ntawm cov luag hauj lwm uas qhib)*.
- Yog tias koj tau thov rau peb ua ntej thiab koj xav hloov kho dua tshiab koj daim ntawv qhia txog keeb kwm tus kheej los sis tau paub txog txoj hauj lwm uas koj xav los thov lawm, nyem rau *Create or edit an application (Tsim los sis kho daim ntawv thov)* txhawm rau nkag mus rau koj daim ntawv qhia txog keeb kwm tus kheej.
 - Ntaus chaw nyob email thiab phav xab vawj uas koj tau siv thaum koj tau thov zaum tag los rau. Yog tias koj xav siv chaw nyob email tshiab, koj yuav hloov pauv tau tom qab koj nkag rau tus email yav tag los uas yog koj lub npe tus neeg siv.

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.

Saib Cov Kev Tso Tawm Hauj Lwm Ntawm Kev Saib Xyuas

Los saib cov luag hauj lwm kev saib xyuas uas qhib:

1. Nyob rau nplooj Ua Hauj Lwm rau ASD, nyem rau lub pob xim xiav *View positions open to internal applicants (Saib cov luag hauj lwm rau cov neeg thov sab hauv uas qhib)*.
2. Nyob rau nplooj tom ntej, nrhiav saum lub hau ntawv uas tau sau ua Custodial (Kev Saib Xyuas) thiab nyem rau txoj kab txuas mus rau lwm qhov txhawm rau qhib nws. [Custodial \(2\)](#)
3. Koj yuav pom daim npe ntawm cov hauj lwm uas qhib nyob rau tam sim no. Cov luag hauj lwm uas muaj cim xim liab (Tsuas Yog Sab Hauv) tam sim no tsuas qhib rau ASD cov neeg ua hauj lwm uas twb tau ua hauj lwm tam li cov neeg saib xyuas lawm.
4. Saib rau txhua lub luag hauj lwm txhawm rau nrhiav ib lub uas koj xav los thov rau. Lub hau ntawv tseem ceeb ua qhia pom txog lub npe, hnuv tim tau tso tawm, thiab qhov chaw ua hauj lwm los sis lub chaw hauj lwm.
5. Txuas ntxiv rau Cov Ntaub Ntawv Txhab Ntxiv, Nyem rau *Show/Hide (Tshwm Tuaj/Nploj Mus)* txhawm rau saib qhov kev piav qhia ntawm txoj hauj lwm. Nyem rau txoj kab txuas mus rau lwm qhov dua ib zaug ntxiv txhawm rau kom qhov kev piav qhia ntawd ploj mus.

Additional Information: [Show/Hide](#)

6. Yog tias koj xav thov rau lub luag hauj lwm, nyem rau lub pob xim liab *Apply (Thov)* nyob rau ces kaum sab xis sab sau ntawm qhov kev xaus lus lub luag hauj lwm seem. Qhov no yuav qhib lub window (vis dauj) txhawm rau tsim daim ntawv thov tshiab los sis, yog tias koj twb tau qhov uas siv qhov kev ua hauj lwm no ua ntej lawm, koj yuav nkag mus rau koj daim ntawv qhia keeb kwm tus kheej uas muaj lawm.

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.

Key Sau Daim Ntawv Thov

Tom qab nyem rau *Apply (Thov)* rau qhov kev tso tawm hauj lwm, lub vis dauj tshiab yuav qhib rau koj los pib los sis nkag mus rau koj daim ntawv thov. Muaj ntau txoj hauv kev xaiv nyob rau lub tis viv txog kev nkag rau daim ntawv thov. Nyem rau ib ntawm cov hauv kev xaiv ntawd uas siv tau rau koj.

- Pib: Tsim ib daim ntawv qhia txog keeb kwm tus kheej thiab ib daim ntawv thov tshiab rau cov neeg thov uas tsis tau muaj kev thov rau Anchorage School District cov hauj lwm uas siv Kev Nrhiav Neeg Ua Hauj Lwm thiab Kev Ntiav Neeg Ua Hauj Lwm dua li.
- Nkag mus: Tso cai rau cov neeg uas twb tau thov rau Anchorage School District dua lawm nkag mus thiab hloov kho dua tshiab lawv cov ntawv qhia keeb kwm tus kheej thiab/los sis thov rau lwm txoj hauj lwm. Cim tseg tias kev xa rov qab rau cov neeg thov yuav tsum tau tshab xyuas txhua cov ntaub ntawv uas twb muaj lawm thiab hloov kho dua tshiab cov ntaub ntawv raws li tsim nyog.
- Rub nkag: Tso cai rau cov neeg thov tshiab uas twb tau muaj kev thov dau los dua lawm rau koog tsev kawm ntawv uas sib txhawv uas siv qhov kev ua hauj lwm Kev Nrhiav Neeg Ua Hauj Lwm thiab Kev Ntiav Neeg Ua Hauj Lwm/AppliTrack txhawm rau rub cov ntaub ntawv them pib nkag rau lawv cov ntawv qhia txog keeb kwm tus kheej thiab ntawm ASD. Cim tseg tias txoj hauv kev xaiv no tsuas yog siv rau cov ntaub ntawv them pib uas zoo tib yam nkaus li ob qhov kev ua hauj lwm tib si xwb.



START
begin the process



LOGIN
to existing account

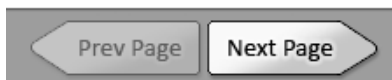


IMPORT
from another account

Theem Pib Ntawm Kev Ua Hauj Lwm


Tom qab koj tau nkag mus rau hauv lawm, koj yuav pom txhua nplooj raws li hauv qab no. Siv cov pob los ua hauj lwm rau daim ntawv thov.

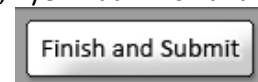
- Thaum ua tiav txhua nplooj, nyem rau *Next Page (Nplooj Tom Ntej)* ntawm lub pob sab xis txhawm rau kom qhov kev ua hauj lwm lees txais koj cov ntaub ntawv thiab coj koj mus rau daim ntawv thov.



- Koj yuav tsum kaw tseg koj daim ntawv thov txhua lub sij hawm nyob rau qhov kev lis los ntawm kev nyem rau *Save as Draft (Kaw Tseg Ua Tus Qauv)*. Thaum koj xa rov qab daim ntawv, nyem rau LOGIN (NKAG MUS) thiab ntaus koj li chaw nyob email thiab phav xab vawj rau. Nco qab ntsoov tias thaum koj nyem rau Save as Draft (Kaw Tseg Ua Tus Qauv) rau daim ntawv thov uas tseem tsis tau xa—koj tsis txhob thov rau lub luag hauj lwm.



- Cov lus nug uas muaj cim hnuv qub xim liab  yog cim tias daim ntawv thov tsim nyog yuav tsum tau ua kom tiav.
- Thaum koj teb tiav txhua cov lus nug, nyem rau *Finish and Submit (Tiav thiab Xa)*.



- Cim tseg tias yog tias daim ntawv thov tau pib lawm tab sis tsis tau xa, qhov kev ua hauj lwm yuav tshem tawm daim ntawv thov yam uas nws tshem nws tom qab 30 hnuv.

Cov Nplooj Ntawv Thov

Raws li tus neeg ua hauj lwm tam sim no uas ua hauj lwm nyob rau lub Chaw ua hauj lwm sib tham txog kev hu nqi ntawm kev saib xyuas, thaum koj thov rau lwm lub luag hauj lwm ntawm kev saib xyuas koj yuav sau daim ntawv thov hloov. Nws yuav luv tshaj li daim ntawv thov uas muaj puv nkaus.

1. Txhawm rau pib, nyem rau START (PIB) yog tias koj tsis tau siv qhov kev ua hauj lwm Kev Nrhiav Neeg Ua Hauj Lwm thiab Kev Ntiav Neeg Ua Hauj Lwm ua ntej. Los sis, yog tias koj tau thov thawj zaug rau koj txoj hauj lwm nyob rau qhov kev ua hauj lwm Kev Nrhiav Neeg Ua Hauj Lwm thiab Kev Ntiav Neeg Ua Hauj Lwm, nyem rau LOGIN (NKAG MUS).
 - a. Yog tias koj nyem rau LOGIN (NKAG MUS), koj yuav tau ntaus email thiab phav xab vawj uas koj tau siv los thov rau txoj hauj lwm rau peb ua thawj zaug.
2. Thaum koj nyob rau daim ntawv thov, ntaus koj cov ntaub ntawv ntiag tug los sis hloov kho dua tshiab tej yam uas twb muaj lawm uas yuav tau hloov kho. Chaw nyob email uas koj ntaus nkag yuav dhau los ua lub npe tus neeg siv rau koj daim ntawv qhia txog keeb kwm tus kheej. Nco qab ntsoov tias tus email thiab phav xab vawj no yog siv txhawm rau kom koj tuaj yeem nkag mus tau dua ntxiv zaum tom ntej.
3. Nyob rau nplooj xub thawj, ntaus koj lub npe thiab ntaub ntawv sib txuas lus theeb pib.
 - a. Koj li chaw nyob email.
 - b. Tus phav xab vawj. Qhov no yuav pab tau koj kaw tseg tau qee feem ntawm daim ntawv thov uas tau ua tiav lawm thiab muab rov los siv dua ntxiv tau, los sis los thov tau rau cov luag hauj lwm ntxiv rau zaum tom ntej.
 - c. Xaiv ib nqe lus nug uas tsis pub lwm tus paub thiab sau qhov lus teb rau. Qhov no yuav pab koj nkag tau koj tus as khauj yog tias koj tsis nco qab koj tus phav xab vawj lawm.
4. Nyem rau lub cim *Next Page (Nplooj Tom Ntej)* nyob rau hauv qab sab xis ntawm lub tis viv txhawm rau ua txuas mus ntxiv.

Anchorage School District - Employment Application

Home | Employment Application | Test Rigby, Eleanor | Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Confirmation

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

Please enter all required information.

Name: [Title] [Eleanor] [B] [Test Rigby] [Suffix]
(Title) (*) (First) (Middle Initial) (*) (Last) (Suffix)

Other name under which transcripts, certificates, and former applications may be listed:

Other: [Title] [] [] [] [Suffix]
(Title) (First) (Middle Initial) (Last) (Suffix)

The following information is needed for you to continue your application at a later date.

- Your email address will be used to communicate with you. (be sure to use your full Internet email address)
- Your password prevents others from viewing your application. Choose any password you

Applicant Tracking Formerly AppliTrack Recruit & Fit

Save as Draft Finish and Submit

Prev Page Next Page

5. Nyob rau nplooj thib ob, xaiv rau *I am a regular employee of the Anchorage School District and applying for a position within my position's same bargaining unit...* (Kuv yog tus neeg ua hauj lwm raws li ib txwm ntawm Anchorage School District thiab thov rau lub luag hauj lwm nyob rau kuv lub luag hauj lwm zoo tib yam nkaus li lub chaw sib tham txog kev hu nqi....

Anchorage School District - Employment Application

Home | Employment Application | Test Rigby, Eleanor · Log Off

Navigation:

1. Personal Info
- 2. Current Employment Status**
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. 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
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Save as Draft | Finish and Submit | Prev Page | Next Page

6. Nyob rau nplooj tom ntej, sau koj li chaw nyob xa ntawv raws Chaw Nyob Ruaj Khov. Yog tias koj muaj chaw nyob tsis ruaj khov yuav tau txais koj tsab ntawv nyob rau lwm qhov chaw nyob, ntaus qhov chaw nyob thib ob no raws li Chaw Nyob Tam Sim No. Nyem rau *Next Page (Nplooj Tom Ntej)* txhawm rau ua txuas mus ntxiv.

Anchorage School District - Employment Application

Home | Employment Application | Test Rigby, Eleanor · Log Off

Navigation:

1. Personal Info
2. Current Employment Status
- 3. Postal Address**
4. Vacancy Desired
5. Position Desired
6. Confirmation

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

Please list your mailing address.

*** Permanent Address**

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

Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Phone Number:
 Until what date?:

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

7. Nplooj Lub Luag Hauj Lwm Seem Uas Xav Tau muaj cov npe txhua txoj hauj lwm uas qhib tam sim no. Swb daim npe nqis txhawm rau nrhiav tshooj lus uas tau sau Custodial (Kev Saib Xyuas) thiab ua kom ntseeg siab tias lub npe txoj hauj lwm thiab tus ID Hauj Lwm uas koj tau thov rau tau kos cim rau lawm.
 - a. Yog tias koj xav nyeem cov ntaub ntawv cuam tshuam txog lub luag hauj lwm dua ib zaug ntxiv, nyem rau tus nab npab ID txoj hauj lwm. Nws yuav qhib qhov kev piav qhia txoj hauj lwm.

Custodial

Elementary Lead Custodian

JobID 7005: Elementary Lead Custodian ****Internal Only****
 Location: KLATT ELEMENTARY

How many years of experience do you have in similar positions?

Part Time Custodian

8. Tom qab nyem rau lub npov, muaj ib npe lus nug thiab lub mes nus swb nqis yuav tshwm sim nug tias koj tau muaj kev paub dhau los dua lawm pes tsawg xyoo. Nyem rau lub mes nus txhawm rau xaiv qhov ntau ntawm lub cov xyoo.
9. Nyem rau lub cim *Next Page (Nplooj Tom Ntej)* nyob rau hauv qab txhawm rau ua txuas mus ntxiv. Tej zaum koj yuav tau nyem rau nws kom ntau zaus txhawm rau swb daim npe ntawm cov hauj lwm uas qhib ua ntej daim ntawv thov yuav txav mus rau nplooj tom ntej.
10. Nyob rau nplooj ntawm Kev Tau Pab Dhau Los, ntaus cov ntaub ntawv uas cuam tshuam txog koj li kev tau paub dhau los rau txoj hauj lwm rau.

1. Current or Most Recent Position Held [Delete Employer](#)

Employer Name:

Position Title:

Employer Contact Information

Street:

11. Nyob rau nplooj Ntaub Ntawv Pov Thawj, thov ntaus lub npe thiab cov ntaub ntawv sib txuas lus ntawm txhua cov kev ua pov thawj.
 - a. Cov ntaub ntawv pov thawj yuav tau txais qhov kev soj ntsuam kev ua pov thawj los ntawm email. Thov muab ntaub ntawv pov thawj ua kom tiav daim foos ua pov thawj.
12. Nyob rau ob pab nplooj tom ntej, ntaus koj li kev kawm, cov ntawv pov thawj kev kawm, thiab lwm yam kev txhawj ntxiv.

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


City: State:

Colleges, Universities and Technical Schools Attended:

1. Name and Location: [Delete Institution](#)

City


13. Nyob rau nplooj *Ntaub Ntawv Pov Thawj Txog Keeb Kwm Tus Kheej Uas Tau Muaj Nrog thiab Pab Txhawb Cov Ntaub Ntawv*, koj yuav tau av lauj cov fais ntawm koj cov ntaub ntawv qhia keeb kwm tus kheej, tsab ntawv thov hauj lwm, cov ntawv muab lus qhia, thiab lwm yam yog tias koj muaj. Koj yuav tsum tau tsim los sis thaj cov ntaub ntawv thiab muab lo rau cov fais los ntawm koj tus kheej; HR Talent Management (Lub Chaw Hauj Lwm Saib Xyuas Neeg Ua Hauj Lwv Tuav Tswj Fab Kev Txhawj Ntse) tsis tuaj yeem thaj los sis lo tau cov ntaub ntawv ntawd rau cov neeg thov.
- Txhawm rau los av lauj daim fais, nyem rau *Add File (Ntxiv Fais)* txuas ntxiv los sau cov ntaub ntawv uas koj tab tom av lauj.

 **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)

- Nyob rau nplooj tom ntej, nyem rau *Browse (Nrhiav)*. Tshawb nrhiav cov ntaub ntawv nyob rau koj lub khoos phis tawj. Nyem rau daim ntawv ua kom nws muaj hais laib, tag ntawd ces nyem *Open (Qhib)*.
 - Tom qab tshawb nrhiav thiab xaiv cov ntaub ntawv, nyem rau *Upload*. Yuav tshwm sim ib tsab ntawv qhia tias cov ntaub ntawv raug muab kaw tseg lawm. Nyem rau *Continue (Ua Txuas Mus Ntxiv)*.
 - Av lauj lwm cov ntaub ntawv. Thaum av lauj tiav lawm, Nyem rau *Next Page (Nplooj Tom Ntej)*.
14. Sau cov nplooj tom ntej txuas mus ntxiv, nyes tas li rau *Next Page (Nplooj Tom Ntej)* thaum ua tiav.

15. Thaum koj tau ua tiav txhua nplooj lawm, nyem rau *Finish and Submit (Tiav thiab Xa)* nyob rau hauv qab ntawm nplooj ntawv.
- Yog tias qhov kawg ntawm daim ntawv thov no koj tau txais qhov yuam kev los sis kev ceeb toom, koj yuav tsum ua kom tiav cov ntaub ntawv uas plam mus nyob rau cov nplooj ntawv uas tau qhia ua ntej xav. Daim ntawv thov uas muaj cov ntaub ntawv plam mus ntawd yuav raug muab kaw tseg ua tus qauv uas tuaj yeem siv tau dua ntxiv.



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. Nyob rau nplooj kawg, koj yuav muaj txoj hauv kev xaiv los luam tawm daim ntawv thov.
17. Thaum daim ntawv thov tau xa tiav lawm koj yuav tau txais ib tsab email ua pov thawj txog koj daim ntawv thov thiab daim npe cov luag hauj lwm uas koj tau thov.

Kev Thov Rau Lwm Txoj Hauj Lwm Nyob Rau Tom Ntej

Yog tias tom qab ntawd muaj lwm cov luag hauj lwm qhib uas koj muaj kev nyiam raug, tsis txhob pib daim ntawv thov tshiab lawm. Koj yuav rov qab nkag tau tus as khauj uas koj tau tsim tseg ntawd.

1. Pib nyob rau nplooj [Ua Hauj Lwm rau ASD](#), swb nqis thiab nyem rau lub pob xim xiav *Create or Edit an Application (Tsim los sis Kho Daim Ntawv Thov)*.

Create or edit an application

- a. Los sis, mus rau qhov kev tso tawm hauj lwm uas koj tau muaj kev nyiam raug thiab nyem rau lub pob xim liab *Apply (Thov)* nyob rau sab xis sab saum.
2. Ntaus chaw nyob email thiab phav xab vawj uas koj tau muaj ua ntej lawm thiab nyem rau *LOGIN (NKAG MUS)*.
 3. Thaum nkag mus rau hauv lawm, koj yuav pom cov ntaub ntawv uas koj tau muaj yav tag los. Tsab xyuas nws thiab hloov kho dua tshiab raws li tsim nyog.
 4. Nyob rau nplooj Lub Luag Hauj Lwm Seem Uas Xav Tau, kos cim rau tus ID Hauj Lwm tshiab uas koj tau muaj kev nyiam raug. Txhob kos cim rau tej lub luag hauj lwm uas koj tsis muaj kev nyiam raug.
 5. Xaiv tus ID Hauj Lwm los sis lub luag hauj lwm tshiab uas yuav tsim nplooj tshiab nyob rau daim ntawv thov. Tshab xyuas qhov seem ntawm cov nplooj ntawv txhawm rau kom ntseeg siab tias txhua cov lus nug teb tiav lawm.
 6. Nyem rau *Finish and Submit (Tiav thiab Xa)* thaum ua tiav lawm.
 7. Nyob rau nplooj kawg, koj yuav muaj txoj hauv kev xaiv los luam tawm daim ntawv thov.
 8. Thaum daim ntawv thov tau xa tiav lawm koj yuav tau txais ib tsab email ua pov thawj txog koj daim ntawv thov thiab daim npe cov luag hauj lwm uas koj tau thov.

Tsis Muaj Kev Nyiam Mus Ntxiv Lawm

Yog tias tom qab xa koj daim ntawv thov koj txiav txim siab tias koj tsis muaj kev nyiam rau lub luag hauj lwm mus ntxiv lawm:

1. Rov qab nkag rau koj daim ntawv thov thiab mus rau nplooj Lub Luag Hauj Lwm Seem Uas Xav Tau thiab/los sis Nplooj Lub Luag Hauj Lwm Uas Xav Tau.
2. Txhob kos cim rau lub npov txuas ntxiv rau tus ID Hauj Lwm uas koj tsis xav tau txhawm rau kom tau txais kev ua tib zoo xav txuas mus ntxiv.
 - a. Yog tias tus ID Hauj Lwm/lub luag hauj lwm raug kaw lawm, nws yuav tsis raug muab teev tseg. Yog tias qhov no tshwm sim, thov hu rau peb ntawm tus xov tooj 907-742-4115 txhawm rau qhia peb paub txog lub luag hauj lwm uas koj tsis muaj kev nyiam raug txuas mus ntxiv lawm.
3. Nyem rau *Finish and Submit (Tiav thiab Xa)*.