

ON-LINE APPLICATION INSTRUCTIONS

Go to our Home Page www.scsd2.com

Go to: QUICK LINKS (Left side)

Click on: APPLY FOR A JOB

REGISTER NOW or if you have already registered to start an application -
Select Existing Account.

Type in your e-mail address _____

Create a password _____

Choose from the following applications:

CERTIFIED (Teachers, Counselors, Coaches, etc.)

CLASSIFIED (Secretarial, Custodial, Paraprofessionals, Cooks, Bus Drivers, etc.)

PROFESSIONAL (Administrators, Principals, Business Support Staff, etc.)

Now you can complete the application. (Ensure you select "I Agree" on the final signature section)

Behind your name is your Applicant ID # _____

(This will be the number that you will use to apply for any position that you are qualified.)

APPLYING FOR THE POSITION

Go to our Home Page www.scsd2.com

Highlight EMPLOYMENT

Select: JOB OPPORTUNITIES

Select a category:

CERTIFIED (Teachers, Counselors, Coaches, etc.)

CLASSIFIED (Secretarial, Custodial, Paraprofessionals, Cooks, Bus Drivers, etc.)

PROFESSIONAL (Administrators, Principals, Director of Special Education,
Business Office Support Staff, etc.)

Select the Job for which you are qualified.

The job will open up and give you information on the position.

There is a box on the right hand side. If you are interested in this position - type your Applicant ID # that you were assigned in the instructions above.

Click: APPLY FOR THIS POSITION

Your application has now been submitted for the position.

This information will be available to the selection committee for viewing. If you are selected by the committee for an interview they will contact you directly to schedule an interview.

THANK YOU FOR YOUR INTEREST IN SCHOOL DISTRICT #2