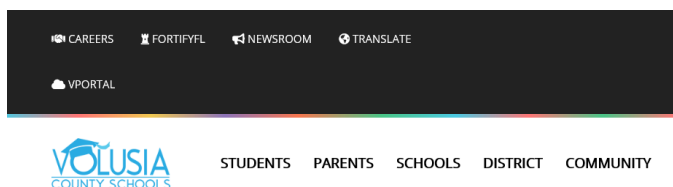


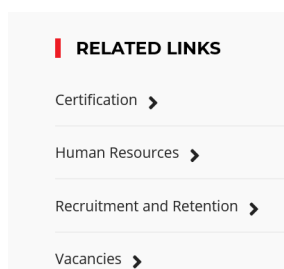
NEW EMPLOYMENT APPLICATION

1. Go to the Volusia County Schools home page at <https://www.vcsedu.org/>

2. Select **Careers**



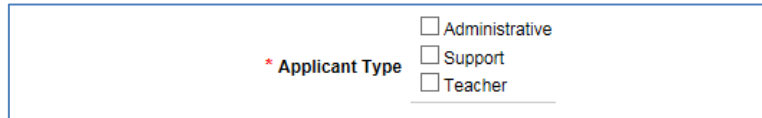
3. On the left side of the screen under the Related Links select **Vacancies**



4. Read about the three (3) steps for completing an employment application.
 - a. Step 1 – Complete all required fields in the online application
 - b. Step 2 – Submit Pre-Employment paperwork
 - c. Step 3 – Submit Hiring Paperwork
5. After you have read the steps above,
6. Click on the blue Create Account button if this is your first time on our application.

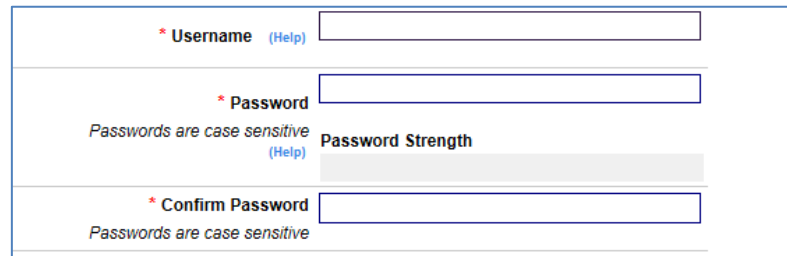
7. Read and complete the Add Applicant page as follows:
8. Add your First, Middle and Last Name and social security number. You can click on the Click Here link to view our notification about the usage of your social security number. Add your email address.

9. Select your Applicant Type. You can select more than one. You can check Administrative if you are interested in administrative or non-bargaining positions. Select Support if you are interested in support positions like bus driver, bus attendant, cafeteria workers, clerical and other such related positions. Select Teacher if you'd like to be a teacher or substitute teacher.



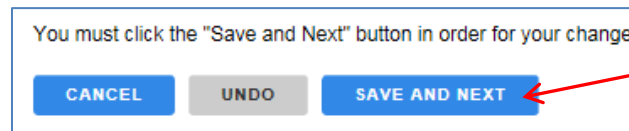
A screenshot of a form section titled "* Applicant Type". It contains three checkboxes: "Administrative", "Support", and "Teacher". The "Support" checkbox is selected.

10. Create a username (6 to 16 characters in length) and password (at least 8 characters long and not identical to your username).



A screenshot of a form section for creating a username and password. It includes fields for "* Username", "* Password", and "* Confirm Password". There are help links for each field. A "Password Strength" indicator is shown next to the password field. The text "Passwords are case sensitive" is displayed below the password and confirm password fields.

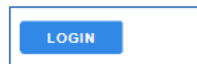
11. Click on blue Save and Next button



A screenshot of a form section showing a message: "You must click the 'Save and Next' button in order for your change". Below the message are three buttons: "CANCEL", "UNDO", and "SAVE AND NEXT". A red arrow points to the "SAVE AND NEXT" button.

12. If your application was created successfully, you will receive a Success message. If not, you will need to resubmit your information from step #6.

13. Click on the blue Login button



A screenshot of a blue button labeled "LOGIN".

14. Read the Disclaimer page. This is important information about the employment process with Volusia County Schools.

15. Click Accept at the bottom of the page. If you choose Decline, you will not be eligible for employment with our school district.

16. This is the Application Help page and contains the following information. You can access this page at any time. I would encourage you to review this page whenever you have a question about your application.

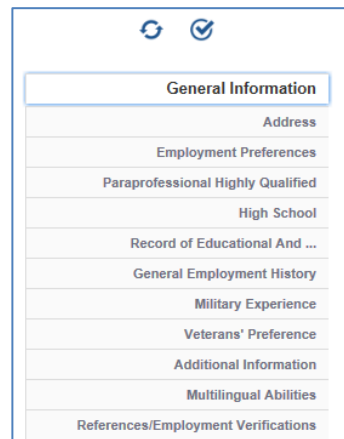
- Starting Your Application
- Required Fields
- Save and Next and Undo buttons
- Required Records
- Changing Application Type
- Adding An Attachment
- Changing Your Account Information
- Searching for Jobs
- Sorting Results for Job Search

17. Click on My Application in the gray banner.



18. You will now start your employment application beginning with the General Information page. Remember all red * fields MUST be completed.

19. You can use the Save and Next button at the bottom of each page to move through the application or you can use the navigation list on the left side of the screen.



20. Please make sure you complete ten (10) years of work history, using the current date and going back for the last ten years, in the General Employment History page. You can use the Additional Information page to explain any gaps in your ten year history.
21. Please make sure you include the appropriate references. The directions are on the References/Employment Verification page. You should include email addresses for all current and former supervisors so that we can send the references directly to their email.

22. Once you have completed all screens, you should get a Success message.

23. If you get an Incomplete Message, please use the circled checkmark to see what items need to be completed still.



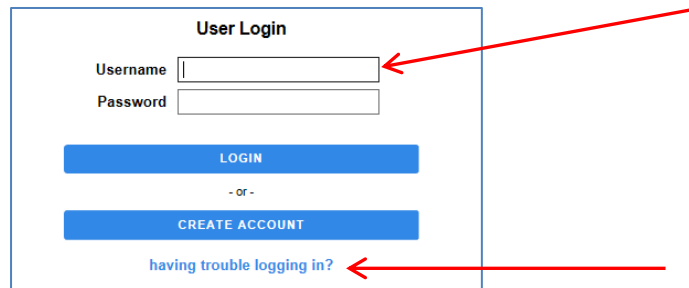
24. Now that your application is complete, you can begin searching for jobs. Click on Jobs (All Jobs) at the top of the page.



25. Remember the Help page is always available if needed.

26. If you have any questions or concerns, please email applicants@volusia.k12.fl.us or contact our application office at (386) 734-7190 extension 20177.

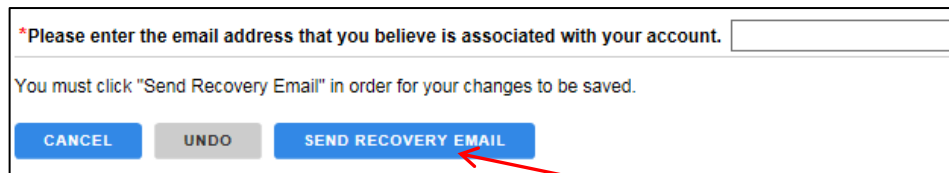
27. If you have used the application before, enter your username and password in the User Login area if you'd like to apply for a position or update your application.



The form is titled "User Login". It contains two input fields: "Username" and "Password". Below these fields are two blue buttons: "LOGIN" and "CREATE ACCOUNT". At the bottom, there is a link that says "having trouble logging in?". Two red arrows point to the "Username" field and the "having trouble logging in?" link.

28. If you can't remember your username or password, click on *Having Trouble Logging In*.

29. You will need to enter your complete email address in the *Please enter the email address that you believe is associated with your account* field.



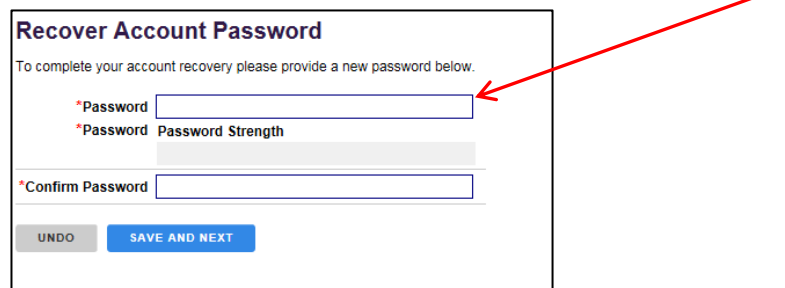
The form has a title bar that says "*Please enter the email address that you believe is associated with your account." followed by an input field. Below this, it says "You must click 'Send Recovery Email' in order for your changes to be saved." At the bottom are three buttons: "CANCEL", "UNDO", and "SEND RECOVERY EMAIL". A red arrow points to the "SEND RECOVERY EMAIL" button.

30. Click on the blue Send Recovery Email button.

31. You will receive a Reset Password email from noreply@searchsoft.net. This account recovery link specified in this email will be active for 48 hours. Please check Spam/Junk email folders also.

32. Click on the reset password link in the email and set a new password.


33. Enter your password twice.



The form is titled "Recover Account Password". It says "To complete your account recovery please provide a new password below." There are three input fields: "*Password", "*Password Password Strength", and "*Confirm Password". Below these fields are two buttons: "UNDO" and "SAVE AND NEXT". A red arrow points to the first "*Password" field.

34. Click on the blue Save and Next button.

35. Please make a note of your username. You will need to enter the ENTIRE username to sign in to your application.



The form is titled "Confirm Account Recovery". It says "Your password has been successfully updated. Please make note of the information below." There is an input field labeled "Username" with a red arrow pointing to it. Below the input field is a blue link that says "Continue".

36. Click Continue.

37. Click Accept on the Disclaimer page.

38. Click on My Application tab at the top of the page to update your application or select Jobs (All Jobs) if you are searching for a position. Remember the Help page is always available if needed.



39. If you need assistance, please contact (386) 734-7190 extension 20177 or applicants@volusia.k12.fl.us