

Frontline ERP – External On-line  
Job Applicant

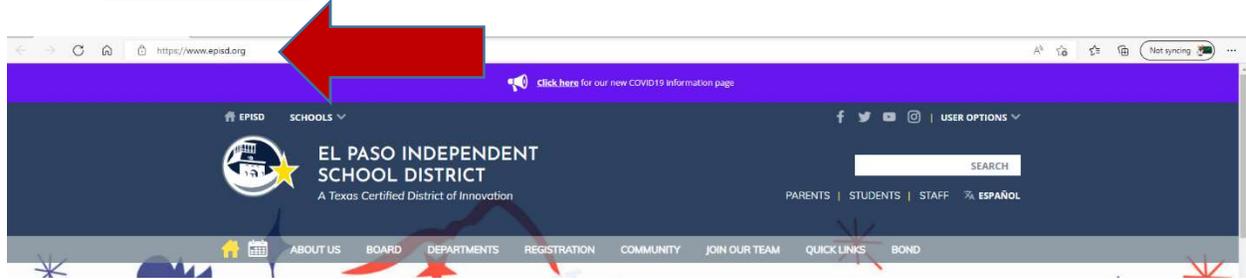
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## IT Business Systems Group

Goto [WWW.EPISD.ORG](http://WWW.EPISD.ORG)



Click on Join Our Team



On the Join Our Team page select District Vacancies.

### Join EPISD

- Welcome
- Upcoming Events
- Vacancies
  - Athletic Coaching
  - Bus Drivers
  - Custodial
  - Food Service Specialist
  - High Impact Instructor
  - High Impact Tutors
  - Paraprofessionals
  - Substitutes
  - Teachers
  - Testers Needed
- + Compensation
- + Employee Relations
- Benefits
- Job Descriptions
- + Volunteers & Student Teaching
- Verification of Employment
- Recent Employment Assignments

Home > DEPARTMENTS Join EPISD

**Join El Paso ISD**  
Your future begins here!



Teacher & Paraprofessional  
Vacancies

District Vacancies

Recent Employment  
Assignments

Employee Benefits

# IT Business Systems Group

Select the New Applicants button.

## Join EPISD

- Welcome
- Upcoming Events
- Vacancies
  - Athletic Coaching
  - Bus Drivers
  - Custodial
  - Food Service Specialist
  - High Impact Instructor
  - High Impact Tutors
  - Paraprofessionals
  - Substitutes
  - Teachers
  - Testers Needed
- Compensation
- Employee Relations
- Benefits
- Job Descriptions
- Volunteers & Student Teachers
- Fingerprinting FAQs



Home > DEPARTMENTS Join EPISD

## All Vacancies

The new application process for all positions is now online. Select "NEW Applicants click here" below for out-of-district applicants and "EPISD Employees click here" for in-district employees. This will provide you with a list of current vacancies and direct you through the application process.

**NOTICE:** When applying for Bid Positions, click on the POSTING ID# to see documents needed to be attached as part of your application. Click on JOB DESCRIPTION to learn more of the job responsibilities.

## NEW Applicants

**Step 1:** To view the qualifications and job responsibilities. Click on the "Job Description"

**Step 2:** To view required documents for upload. Click on the "Posting ID#"

**Please Note:** All uploaded documents will remain as part of your application for jobs for which you apply. You are responsible for keeping your documents current and up to date.

[NEW Applicants](#)  
Click Here

## EPISD Employees

**Step 1:** Print or download instructions, click here.

**Step 2:** Prepare required documents for upload.

**Step 3:** Proceed to "EPISD Employees Click Here" to apply.

\*Current EPISD employees do not need to complete an Affidavit Form.

**Please Note:** All uploaded documents will remain as part of your application for jobs for which you apply. You are responsible for keeping your documents current and up to date.

[EPISD Employees](#)  
Click Here

This will take you to the District Job Posting Page. Please select one of the job categories by clicking on it.

El Paso Independent School District - Job Postings

Welcome to the El Paso Independent School District job listing. Please select a job category below to view jobs.

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender, age, pregnancy and parental aversity, or any other basis prohibited by any applicable laws. Inquiries concerning the application of Titles VI, VII, IX and Section 504 regarding employees may be referred to the District compliance officer, Rosa Ramos, at 230-2823.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, sexo, religión, origen nacional, estado cívico, ciudadanía, estado militar, discapacidad, información genética, maternidad prenatal o parentalidad, o otra práctica prohibida por la ley. Preguntas acerca de la aplicación del Título VI, VII, IX y la Sección 504 hechas a estudiantes pueden ser referidas a Kelly Ball at 230-2823.

Category
Administrative Professional
Administrator/Coordinator
Auxiliary
Campus Leadership
Clerical
Counselor
Counselor Operations
Facilities
Fine Arts
Food Service
Information Technology
Librarian
Maintenance
Nurse
Paraprofessional
Police Services
Substitute Campus Administration
Substitute Counselor/Professional
Substitute Support
Substitute Teacher
Summer School Clerical/Support
Summer School Elementary
Summer School Enrollment Program
Summer School High School
Summer School Middle
Summer School Professional
Summer School SPED (ESY)
Teacher Career & Tech Ed
Teacher Elementary
Teacher High School
Teacher Middle School
Temporaries
Transportation
Year Long Teaching Resident

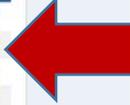
## IT Business Systems Group

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This will open the positions that are open for that category. Click on the APPLY button next to the position you are interested in.

Administrative Professional						
Position	Organization	Application Deadline	Posting ID	Job Description	Apply	
Assistant General Counsel	Legal	Open Until Filled	1510	<a href="#">Job Description</a>	<a href="#">Apply</a>	
Assistant Superintendent Schools	Secondary Schools Division	Open Until Filled	1668	<a href="#">Job Description</a>	<a href="#">Apply</a>	
Assistant Superintendent Student Services	Administration	Open Until Filled	1524	<a href="#">Job Description</a>	<a href="#">Apply</a>	
Chief Academic Officer	Curriculum & Instruction	Open Until Filled	1456	<a href="#">Job Description</a>	<a href="#">Apply</a>	
Chief of Organizational Transformation and Equity	Office of Org Transf and Equity	Open Until Filled	1438	<a href="#">Job Description</a>	<a href="#">Apply</a>	
Director Counseling & Advising	Counseling & Advising	Open Until Filled	1856	<a href="#">Job Description</a>	<a href="#">Apply</a>	
ESSER Funding LSSP Intern	SpecialEd & Health Services Center	06-30-2022	1498	<a href="#">Job Description</a>	<a href="#">Apply</a>	
Education Diagnostician	Spec Education - Pos at Schools	Open Until Filled	1021	<a href="#">Job Description</a>	<a href="#">Apply</a>	
LSSP MA/Eds	SpecialEd & Health Services Center	Open Until Filled	856	<a href="#">Job Description</a>	<a href="#">Apply</a>	
Speech Therapist (Certificate Clinical Competence)	Spec Education - Pos at Schools	Open Until Filled	969	<a href="#">Job Description</a>	<a href="#">Apply</a>	

**Administrator/Coordinator**



## IT Business Systems Group

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This will bring you to the page where you register. If you have never registered before click on the NEW APPLICANTS Register button.



The screenshot shows two buttons: 'New Applicants Register' and 'Registered Users Sign-in'. A red arrow points to the 'Register' button, and another red arrow points to the 'Sign-in' button. Below the buttons is a link: 'If you do not remember your user ID and Password click here.'

**Instructions**

**Please write down and store your User ID and Password in a safe place. You will not be able to access your application if you log out and do not remember this information.**

**Please write down your hint question and answer and provide an active email address in your application. Your password will be sent to that email address if you forget your password.**

If you are a new applicant and are interested in applying for a position with the El Paso Independent School District, please follow the simple steps below. Our online application "wizard" will walk you through the process step-by-step. A navigation bar will be displayed along the left side of all screens and will keep you informed of your progress.

- The current page will be highlighted.
- As you complete each page, that page label will be annotated with a "checkmark" icon.
- Incomplete pages will be annotated with a "checkmark & pen" icon.

You may also use the navigation bar at the left of the screen to quickly jump to specific sections of the online application. However, the data you enter on each page of this online application will only be saved when you click the "CONTINUE" button at the bottom of each page. If you jump to the navigation bar before completing a page, any information you have entered on that page will NOT be saved.

**Click on this icon  if you need more space while typing.**

1. Register - Create an Account

Registering allows you to establish your User ID and Password. Once your account has been created, you can complete the Online Application, or you may leave the site and return later to update the details of your application, add attachments, and view your submitted applications.

2. Complete Online Application

After creating your account, our online application "wizard" will guide you through the steps of completing your application.

- This process will take about 30 minutes for most applicants.
- You do not have to complete it in one sitting.
- Once you have completed the Registration process, we will save your incomplete application and you may exit this online application and return to complete it at a later time. **Note: incomplete applications will only be saved for 72 hours.**
- Some fields are optional, some are required to proceed from one page to the next page (marked with an asterisk), and a few others are required before you can "submit" your application. You may want to gather this information before you begin.

If you have already registered before click on the REGISTERED USERS Sign-In button. Read the all the information on this page. Pay close attention to the information in RED.

If you are a NEW registrant, you selected the New Applicants Register button, the system will take you to this page.

## My Profile

### Login Information

Registration is step 1 of 4.

\* Indicates a mandatory field.

Home  
Sign In  
My Profile

**Login Information**

Record your legal name below. Your name should match the name listed on your Social Security Card or Passport. If a Middle Name or Initial is part of your legal name, please list below. Nicknames can be added in the "Preferred Name" field. This system only saves valid letters and hyphens in name fields.

First Name: \*

Preferred Name:

Middle Name:

Last Name: \*

Title:

Generation:

SSN: \*

Verify SSN: \*

Please remember your User ID, Password, and Hint Answer for future access to your application. In the event you forget your password, you will be given the opportunity to provide your Hint Answer. Your Hint Answer is case sensitive.

User ID: \*

Password: \*

Verify Password: \*

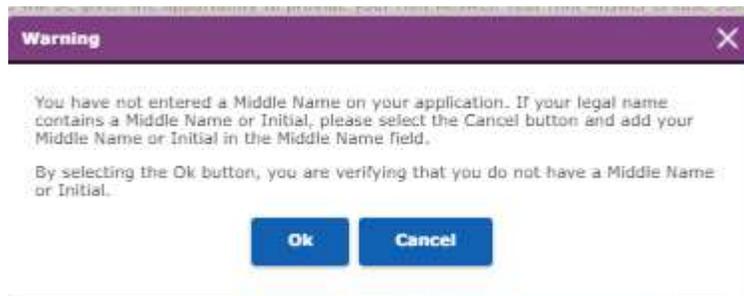
Hint Question: \*

Hint Answer: \*

[Save and Continue](#)

Complete the information as instructed in RED. Make sure you complete the information that has a red asterisk next to it. When you have completed all the information click the SAVE AND CONTINUE button at the bottom.

You will receive a warning if you did not enter a middle name or initial.



If you do not have a middle name or initial click OK. Remember, this is the information that appears on your Social Security card and should match exactly.

## IT Business Systems Group

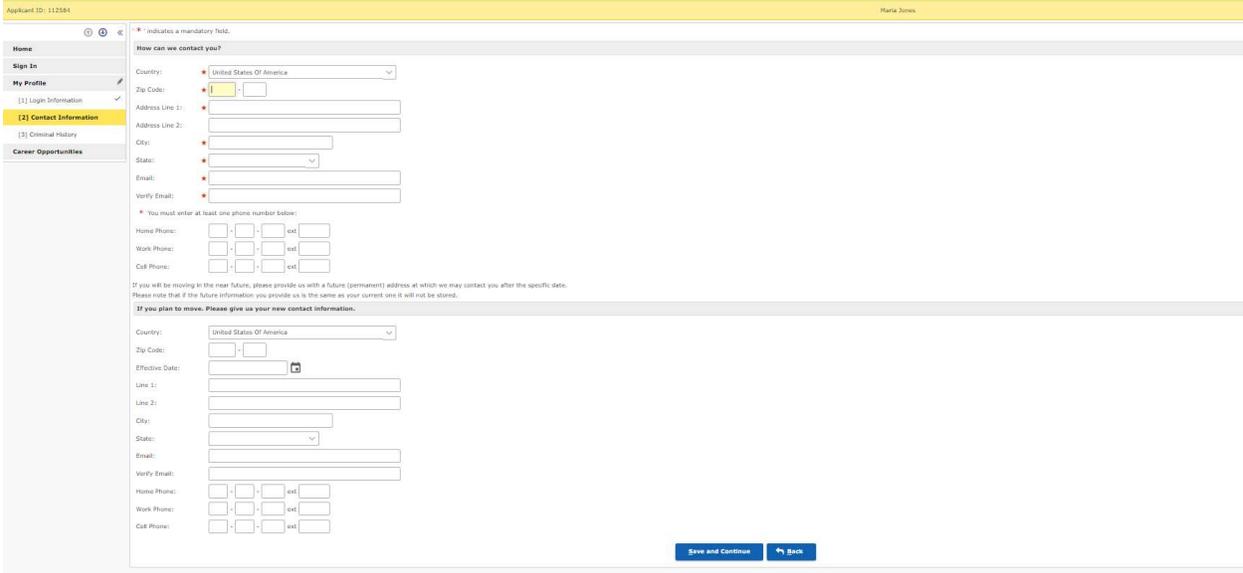
If you already have a profile on the system, you will get the following message at the top of the screen. Go back and use the Registered Users Sign-In.

 You already have a profile in the system. If you are a current employee, please use the Employee Transfer application. If not, please log in using your existing applicant account.

After you complete entering all the information, Click the SAVE AND CONTINUE button on the bottom.

### Contact Information

**Next is Step 2 of Registration.** Complete your [Contact Information](#). Pay close attention to the boxes with the red asterisks as these are mandatory fields.



The screenshot shows a web application interface for registration. At the top, there is a yellow banner with a warning message. Below it, a navigation menu on the left includes 'Home', 'Sign In', 'My Profile', and 'Career Opportunities'. The main content area is titled 'How can we contact you?' and contains two sections of form fields. The first section, 'How can we contact you?', includes fields for Country (United States Of America), Zip Code, Address Line 1, Address Line 2, City, State, Email, and Verify Email. It also has phone number fields for Home, Work, and Cell, each with a red asterisk indicating a mandatory field. The second section, 'If you plan to move, please give us your new contact information.', includes fields for Country, Zip Code, Effective Date, Line 1, Line 2, City, State, Email, and Verify Email, along with phone number fields for Home, Work, and Cell. At the bottom right, there are two buttons: 'Save and Continue' and 'Back'.

After you complete entering all the information, click the SAVE and CONTINUE button at the bottom.

## Criminal History

Next is Step 4 of Registration. Complete your Criminal History.

The screenshot shows a web application interface for a 'Criminal History' registration step. At the top, it identifies the applicant as 'Maria Jones' with ID '112584'. A left-hand navigation menu includes 'Home', 'Sign In', 'My Profile', 'Career Opportunities', and 'Print'. The main content area contains a form with the following fields and options:

- Do you have a valid U.S. Driver's License or Identification Card? (Radio buttons for Yes/No)
- Drivers License/Identification Card Number: (Text input field)
- Drivers License/Identification Card State: (Dropdown menu)
- Gender: (Radio buttons for Female/Male/Declined to Answer)
- Date of Birth: (Text input field)
- Why is this needed? (Text input field)
- Ethnicity (Choose only one): (Radio buttons for Hispanic/Latino, Not Hispanic/Latino, Decline To Provide)
- Race (Choose one or more): (Checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Decline To Provide)

At the bottom of the form, there are two radio buttons: 'I AGREE' (selected) and 'I DO NOT AGREE and therefore wish to discontinue this application process.' Below these are 'Save and Continue' and 'Back' buttons. A large red arrow on the right side of the form points to a vertical column of red 'i' icons, which are used for field-level help.

Clicking on the red I's in the circles to the right, will give you more information about that field.

After you complete entering the information, click the SAVE and CONTINUE button at the bottom. DO NOT forget the I agree or I Do Not Agree radio button at the bottom. Read the information carefully.

## Career Opportunities

The screenshot shows a web application interface for 'Career Opportunities'. At the top, it identifies the applicant as 'Maria Jones' with ID '112584'. A left-hand navigation menu includes 'Home', 'My Profile', 'Career Opportunities', 'Career Assessment Questions', 'Sign Out', and 'Print'. The main content area contains a list of career areas under the heading 'Select a Career Area:':

- Career Area:**
  - Administrative Professional
  - Campus Leadership
  - Clerical
  - Custodial Operations
  - Food Service
  - Information Technology
  - Paraprofessional
  - Teacher Career & Tech Ed
  - Teacher Elementary
  - Teacher High School
  - Teacher Middle School
  - Temporaries
  - Transportation
  - Year Long Teaching Resident
- Substitute Area:**
  - Substitute Campus Administration
  - Substitute Licensed Professional
  - Substitute Support
  - Substitute Teacher

At the bottom of the list, there is a 'Continue' button and a message: 'You currently have no career opportunities selected.'

Select a Career Area by clicking on it. You do not need to click on CONTINUE, the screen will progress automatically.

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Applicant ID: 112584 Maria Jones

Back to Career Areas Save Changes

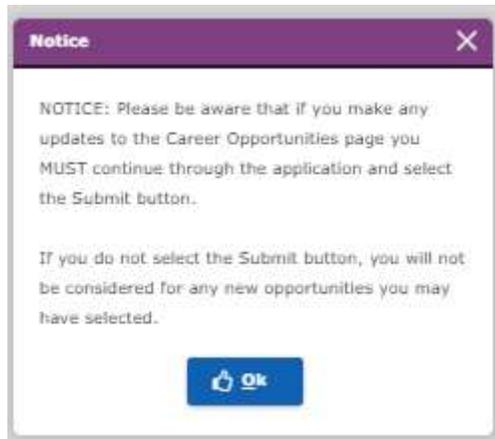
Opportunities in Administrative Professional

- Assistant General Counsel Job Description -- Posting ID: 1510 -- Organization: 735-Legal -- Position Closes: Open Until Filled
- Assistant Superintendent Schools Job Description -- Posting ID: 1568 -- Organization: 805-Secondary Schools Division -- Position Closes: Open Until Filled
- Assistant Superintendent Student Services Job Description -- Posting ID: 1524 -- Organization: 731-Administration -- Position Closes: Open Until Filled
- Chief Academic Officer Job Description -- Posting ID: 1456 -- Organization: 801-Curriculum & Instruction -- Position Closes: Open Until Filled
- Chief of Organizational Transformation and Equity Job Description -- Posting ID: 1438 -- Organization: 714-Office of Org Transf and Equity -- Position Closes: Open Until Filled
- Director Counseling & Advising Job Description -- Posting ID: 1856 -- Organization: 841-Counseling & Advising -- Position Closes: Open Until Filled
- Director Counseling & Advising
- ESSER Funding LSSP Intern Job Description -- Posting ID: 1498 -- Organization: 822-SpecialEd & Health/Services Center -- Position Closes: 06-30-2022
- Education Diagnostician Job Description -- Posting ID: 1021 -- Organization: 822A-Spec Education - Pos at Schools -- Position Closes: Open Until Filled
- LSSP MA/Eds Job Description -- Posting ID: 856 -- Organization: 822-SpecialEd & Health/Services Center -- Position Closes: Open Until Filled
- Speech Therapist (Certificate Clinical Competence) Job Description -- Posting ID: 969 -- Organization: 822A-Spec Education - Pos at Schools -- Position Closes: Open Until Filled

Save Changes

Check a box next to the job description you wish to view. Click the SAVE CHANGES button at the bottom.

You will receive a Notice Box.



Click the OK button after you have read the information in the box.

Click the CONTINUE button at the bottom of the page.

## Contact Origin

From the drop down menu using the down carrot in the box select a reason where you heard about employment opportunities at El Paso Independent School district.

Contact Origin

Applicant ID: 112584 Maria Jones

How did you hear about employment opportunities at El Paso Independent School District?

Continue

Support code: ApplicantContactOrigin.jsp

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After you make your selection, Click the Continue button.

### Personal Information

Complete all the information especially those radio buttons with a red asterisk next to them. After you complete the information click the SAVE and CONTINUE button.

The screenshot shows the 'Personal Information' section of the application. On the left is a navigation bar with a red box around it labeled 'Navigation Bar'. The main content area contains several questions with radio button options:

- Are you legally authorized to work in the U.S.? (If listed, you will be required to complete an Employment Eligibility Verification Form (Form I-9) and produce documentation of your identity and authorization to work.)
- Available for Immediate Hire
- Do you speak, read, and write in English?
- Have you ever been involuntarily terminated from another school district?
- Are you retired with the Teacher Retirement System (TRS) of Texas?
- Are you retired from any other school system?
- Are you currently under contract with another school district?

At the bottom right, there is a 'Save and Continue' button. The support code 'PersonalInformation.jsp' is visible at the bottom.

### Additional Languages

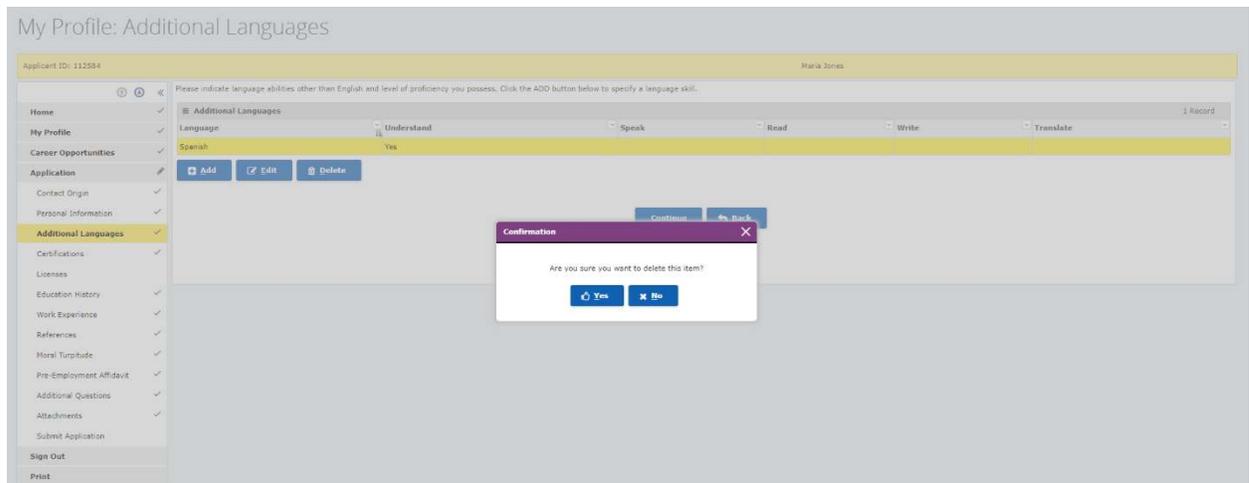
Add any additional languages.

The screenshot shows the 'My Profile: Additional Languages' section. It includes a table for adding languages with columns for 'Language', 'Understand', 'Speak', 'Read', 'Write', and 'Translate'. Below the table are 'Continue' and 'My Back' buttons. The support code 'Languages.jsp' is visible at the bottom.

When you click ADD button the following screen will appear.

The screenshot shows the 'Additional Languages' form. It features a 'Language' dropdown menu, checkboxes for 'Understand', 'Speak Fluently', 'Read', 'Write', and 'Translate', and 'OK' and 'Cancel' buttons. The support code 'LanguagesRfor.jsp' is visible at the bottom.

Using the down carrot at the end of the Language box, select the language from the drop down menu. Check the boxes that apply. Click the OK button when you have completed marking the information. You will return to the Additional Languages page.



On this page you can add, edit or delete the information that appears. Add will allow you to add additional information. Edit will allow you to edit existing information by highlighting the line you wish to edit then clicking the Edit button. Delete works the same way except you are clicking the Delete button. A confirmation box will appear (see above) and if you wish to delete the information, select Yes, otherwise select No. If no changes need to be made, click the CONTINUE button.

## Certifications



Click the appropriate radio button.

If you click any of the certification radio buttons, except the No Certifications button, the following screen will open.



Complete the required information then click the OK button.

If you select the No Certification button, the following box will appear. It asks, How do you qualify for this position without a certification?

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This screenshot shows a web form titled "How do you qualify for this position without a certification?". On the left is a navigation menu with options: Licenses, Education History, Work Experience, References, Moral Turpitude, Pre-Employment Affidavit, Additional Questions, Attachments, Submit Application, Sign Out, and Print. The main form area has a "Quality Reason" field with a red asterisk and a text area. Below the text area, it says "Characters remaining: 500 (300 max)". At the bottom right of the form are two buttons: "Save and Continue" and "My Back". A support code "Cert.jpg" is visible at the bottom.

In the box, type why you qualify. Click the SAVE and CONTINUE button when you have completed the information.

## Licenses

The following screen will open.

Add all the licenses that you hold.

This screenshot shows the "Licenses" management screen. The top header includes "Applicant ID: 112584" and "Maria Jones". A navigation menu on the left lists: Home, My Profile, Career Opportunities, Application, Contact Origin, Personal Information, Additional Languages, Certifications, Licenses (highlighted), Education History, Work Experience, References, and Moral Turpitude. The main area is titled "Please add any applicable licenses that you hold." and contains a table with columns: License Name, City, State, Issued Date, Expiration Date, and License Number. Below the table are "Add", "Edit", "Delete", and "Home" buttons. At the bottom right are "Save and Continue" and "My Back" buttons. A support code "Licenses.jpg" is at the bottom.

Click the ADD button. The following screen will open.

This screenshot shows the form for adding a new license. The top header includes "Applicant ID: 112584" and "Maria Jones". The left navigation menu is the same as in the previous screenshot. The main form area has the following fields: License (a dropdown menu with a red asterisk), State (a dropdown menu with a red asterisk), City (a dropdown menu with a red asterisk), In Process (radio buttons for Yes and No, with No selected), Issue Date (a date field with a red asterisk and a calendar icon, format mm/dd/yyyy), Expiration Date (a date field with a red asterisk and a calendar icon, format mm/dd/yyyy), and License Number (a text field). At the bottom right are "OK" and "Cancel" buttons. A support code "LicenseEditor.jpg" is at the bottom.

Complete the information especially the boxes with the red asterisks. Click the down carrot at the end of the License box to select the correct license. If you do not hold a license select None from the drop down menu. Add Texas to the state box otherwise select the state you earned the license in, if you selected a license. Add El Paso to the city box if you do not have a license otherwise add the city you earned the license in, if you selected a license.

## IT Business Systems Group

Once you have completed the information, you can click the OK button. If you do not have a license, the In Process can be No and you do not need to complete the Issue Date, Expiration Date, and License Number.

The screen that will display will list the information you entered in Licenses.

Applicant ID: 112584 Maria Jones

Please add any applicable Licenses that you hold.

License Name	City	State	Issued Date	Expiration Date	License Number
None	El Paso	TX			

Buttons: Add, Edit, Delete, Notes, Save and Continue, Back

Support code: Licenses.jsp

You can Edit, Delete and add Notes to the information that displays here. Highlight the line you wish to Edit, Delete or add Notes to, then click the appropriate button. If you select the Delete button you will get a confirmation screen asking if you wish to delete this item.

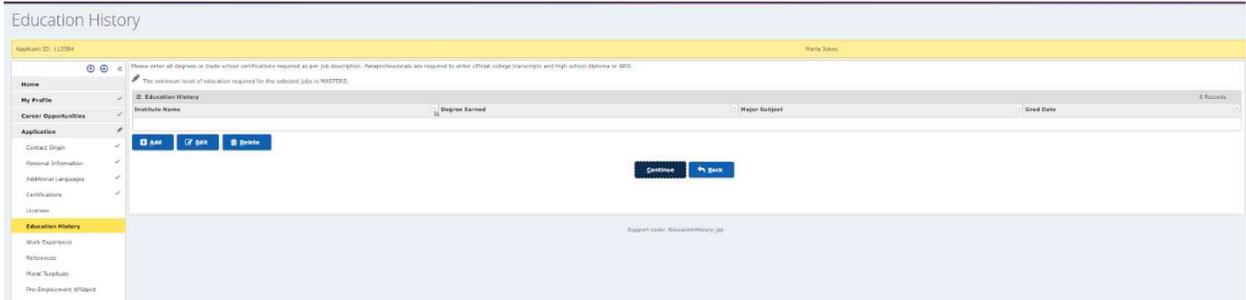
Confirmation

Are you sure you want to delete this item?

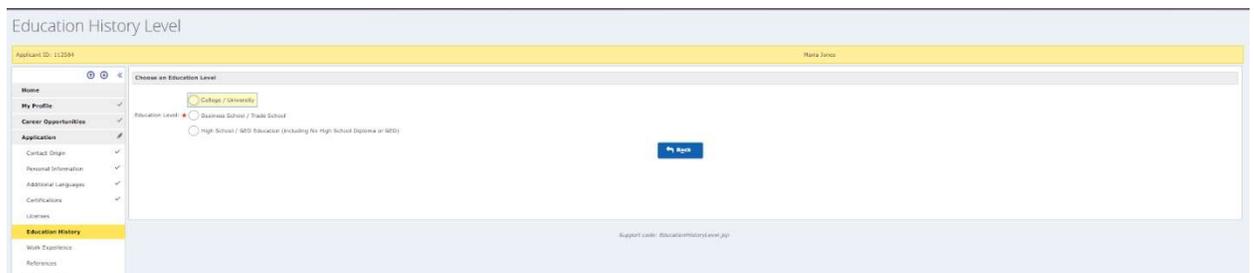
Buttons: Yes, No

Select Yes if you wish to delete it, otherwise select No. If you have completed all the information for Licenses then click the SAVE and CONTINUE button.

## Education History



Click the ADD button and add your education history. The following screen will open. Select the

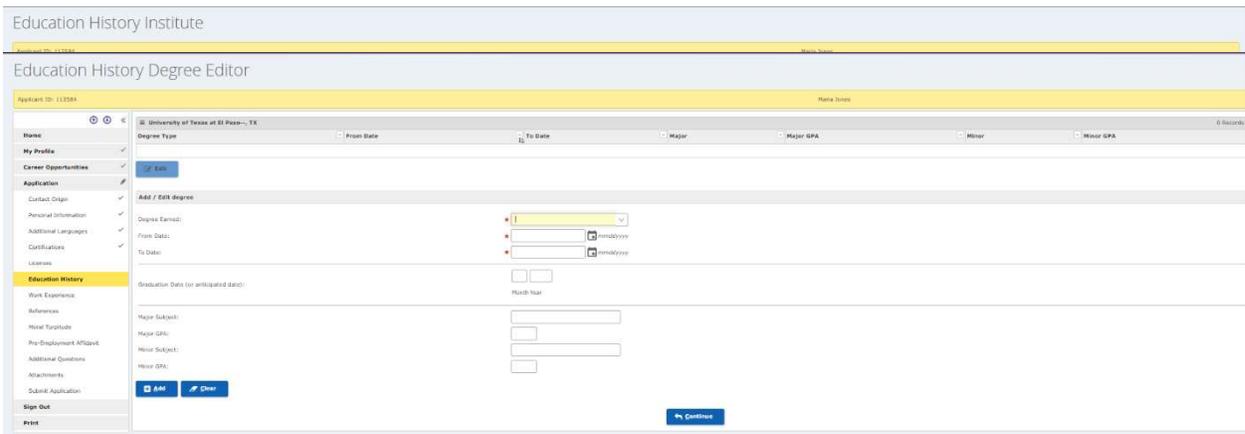


education history level radio button.

If you select the College/University button, the following screen will appear.

Complete the name of your college or university by clicking on the down carrot at the end of the box and select it from the drop down menu. Enter Degree Earned, From and To dates. Enter your Graduation Date or Anticipated Date. Enter your Major and Minor and the GPA's for each. Click the Add button.

If you select the Business Trade School/Business School radio button the following screen will appear.



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When you click the CONTINUE button the next screen will appear.

The screenshot shows the 'Education History Degree Editor' interface. At the top, it displays 'Applicant ID: 112584' and 'Marie Jones'. The main header indicates the institution is 'Western Technical - El Paso, TX'. Below this, there are fields for 'Degree Type', 'From Date', 'To Date', and 'Credit Hours'. A '0 Records' indicator is visible on the right. A navigation sidebar on the left includes options like Home, My Profile, Career Opportunities, Application, Contact Origin, Personal Information, Additional Languages, Certifications, Licenses, Education History (highlighted), Work Experience, References, Moral Turpitude, Pre-Employment Affidavit, Additional Questions, Attachments, Submit Application, Sign Out, and Print. The 'Add / Edit degree' section contains 'From Date' and 'To Date' fields with calendar icons, and an 'Awarded Completion Certificate?' section with 'Yes' and 'No' radio buttons. 'Add' and 'Clear' buttons are present. A 'Continue' button is at the bottom right. The support code 'EducationHistoryDegreeEditor.jsp' is shown at the bottom.

Click the down carrot at the end of the box to select from the drop down menu for Country and State. Type in the City and School Name. Click the radio button to confirm if you were awarded a Completion Certificate. Click the Continue button after you have finished.

If you select the High School/GED Education (including No High School Diploma or GED) button the following screen will appear.

The screenshot shows the 'Education History Institute' interface. It displays 'Applicant ID: 112584' and 'Marie Jones'. The main header is 'Institute Location and Name'. Below this, there are fields for 'Country' (with a dropdown menu showing 'United States Of America'), 'State' (with a dropdown menu showing 'Texas'), 'City', and 'School Name'. 'Continue' and 'Back' buttons are located at the bottom right. The support code 'EducationHistoryInstitute.jsp' is shown at the bottom. The navigation sidebar on the left is identical to the previous screenshot, with 'Education History' highlighted.

Select the down carrot at the end of boxes of Country and State to select from the drop down menus. Type in the City and School Name. Click the Continue button. The following screen will open.

## Education History Degree Editor

Applicant ID: 112594 Maria Jones

El Paso High—El Paso, TX

0 Records

From Date To Date

Add / Edit degree

From Date: \*

To Date: \*

GED  High School  No Diploma

Support code: EducationHistoryDegreeEditor.jsp

You can ADD information by completing FROM date and TO date then selecting the radio button for either GED, High School or No Diploma.

If you select the GED radio button the following screen appears:

GED  High School  No Diploma

Completion Date (or anticipated date): \*

Enter the Completion date or the anticipated completion date.

If you select High School the following screen appears:

GED  High School  No Diploma

Graduation Date (or anticipated date):

Month Year

Enter the Graduation date or anticipated date. Click the Continue button.

Applicant ID: 112594 Maria Jones

El Paso High—El Paso, TX

0 Records

From Date To Date

Add / Edit degree

From Date: \*

To Date: \*

GED  High School  No Diploma

Completion Date (or anticipated date): \*

Support code: EducationHistoryDegreeEditor.jsp

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## Education History Degree Editor

Add/Edit your degree. Enter your graduation date. Enter your major and minor and your GPA's. Click the Save button when you have completed entering the information on this page. The information you entered will appear at the top of the following screen.

Degree Type	From Date	To Date	Major	Major GPA	Minor	Minor GPA
BACHELORS	05-01-1978	05-10-1982	Information Technology	3.8	Business	3.5

You can add additional information by clicking the Add button or Edit the information that appears. If you edit, highlight the line you wish to edit. Click the Edit button. After you have complete Adding information or Editing information, click the SAVE button. This will return you to the above screen and display the information you entered. Click the Continue button. This will return you to a similar screen except now you have a Delete button. If you wish to delete an entry, highlight the

Institute Name	Degree Earned	Major Subject	Grad Date
University of Texas at El Paso	BACHELORS	Information Technology	05-1982
University of Texas at El Paso	MASTERS	Business Administration	12-1986

line then click the Delete button. You will receive a confirmation button asking if you actually do wish to delete the item. If you do, select Yes, otherwise select No. Click the CONTINUE button.

## Work Experience

Choose your Experience Type by clicking on the radio button.

Work Experience

Applicant ID: 112384

Home

My Profile

Career Opportunities

Application

Work Experience

References

Home Turf/State

Pre-Employment Affidavit

Additional Questions

Attachments

Submit Application

Sign Out

Print

Choose Experience Type

District Non-Instructional Experience -- (Central Administration, Aides, Support, Maintenance, Custodial, Food Service, Transportation, etc.)

Instructional Administrative Experience -- (Principal, Assistant Principal, etc.)

Teaching Experience -- (Regular Teachers Full & Part-Time)

Substitute Teaching Experience

Student Teaching Experience

Non-School District Experience

No Experience

Cancel

Support code: WorkExperienceSel.jsp

Each radio button will bring up an additional screen except the No Experience button. Complete the information especially the mandatory boxes with the red asterisk next to them.

Non-School District Experience

Company: \*

City: \*

From Date: \*

To Date: \*

Supervisor First Name: \*

Supervisor Last Name: \*

Supervisor Phone: \*

May we contact the supervisor at this time?  Yes  No

Reason for Leaving: \*

Ending Salary/Hourly Rate: \*

Job Description: \*

Check to add multiple entries:  Multiple Entries

OK Cancel

The check box for Multiple Entries at the bottom is for more Work Experience at a different location. Check this if you have more work experience to enter. When you have completed entering your work experience, click the OK button.

Work Experience

Applicant ID: 112384

Home

My Profile

Career Opportunities

Application

Work Experience

References

Home Turf/State

Pre-Employment Affidavit

Additional Questions

Attachments

Submit Application

Sign Out

Print

Work Experience

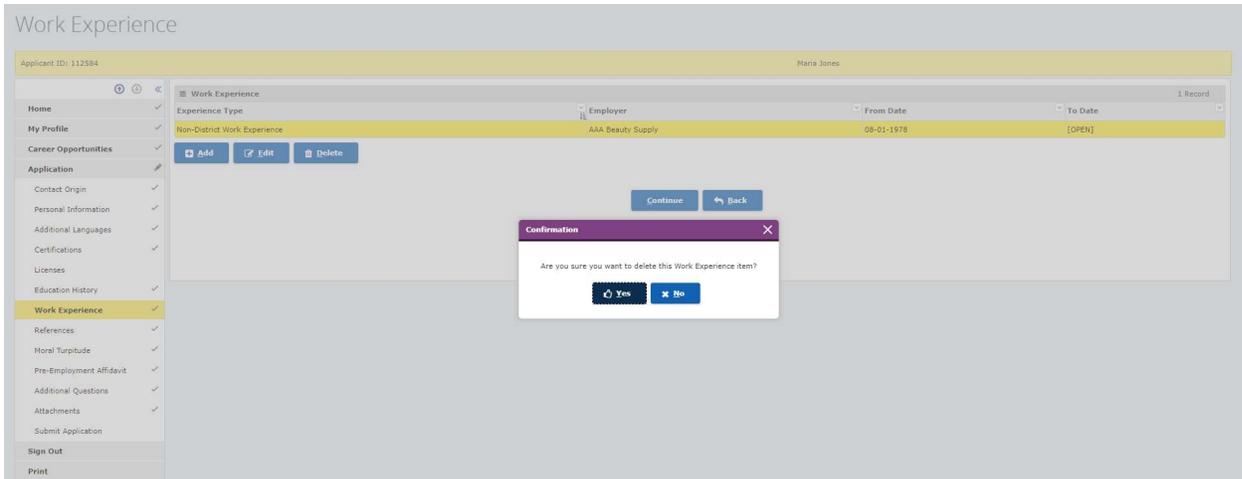
Experience Type	Employer	From Date	To Date
Non-District Work Experience	AAA Beauty Supply	08-01-1978	(OPEN)

Continue Sign Out

Support code: WorkExperience.jsp

## IT Business Systems Group

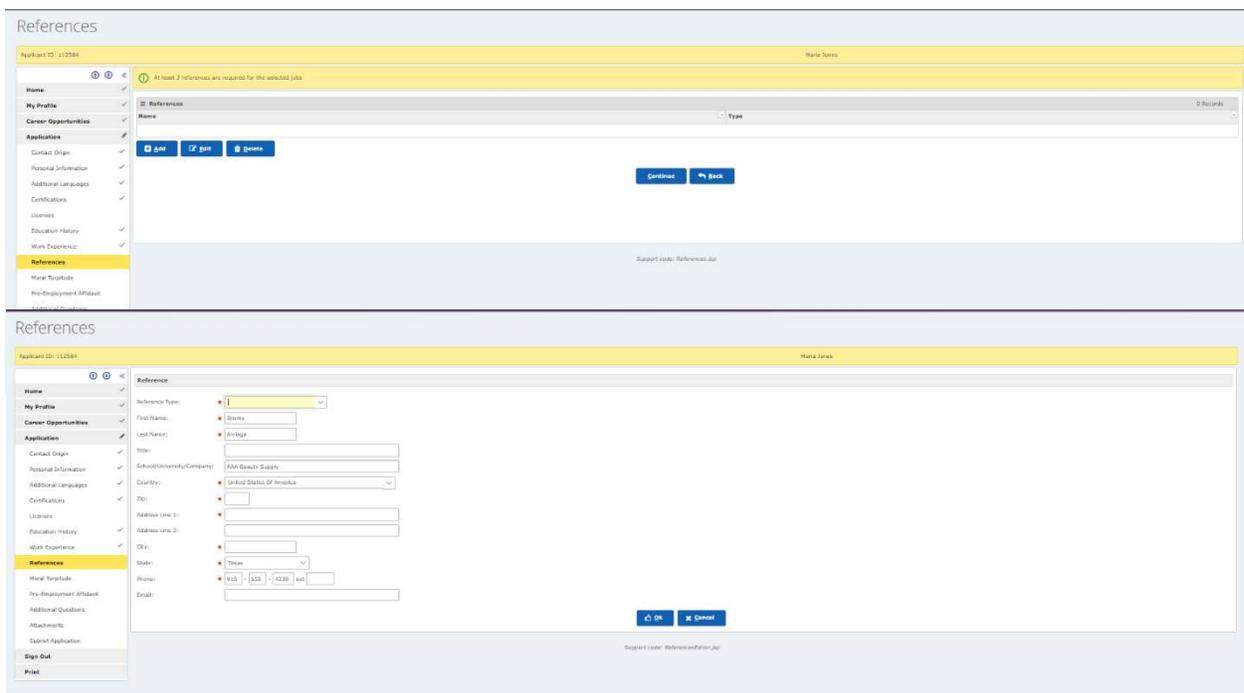
This will take you to a screen this lists your work experience. You can ADD, EDIT or DELETE any of the information listed by highlighting the line then selecting the EDIT or DELETE buttons. Delete will give you a confirmation screen. Select Yes if you wish to delete the item, otherwise select No.



The ADD button provides you the opportunity to add more work experience. Edit will allow you to edit any existing work experience depending on the line you highlighted. When you are on this page and have completed your work experience, click the CONTINUE button.

## References

Click the ADD button.



Begin entering your references.

References

Applicant ID: 112584 Maria Jones

Reference Type: [v]

First Name: [text]

Last Name: [text]

Title: [text]

School/University/Company: [text]

Country: [v] United States Of America

Zip: [text]

Address Line 1: [text]

Address Line 2: [text]

City: [text]

State: [v] Texas

Phone: [915] - [555] - [4226] ext. [text]

Email: [text]

OK Cancel

Support code: ReferencesR.htm.jsp

Click the down carrot that appears at the end of the Reference Type box for a list then select the item. After you complete entering the information, click the OK button.

References

Applicant ID: 112584 Maria Jones

At least 3 references are required for the selected job.

Name	Type
Jimmy Arriaga	Manager
Christine Arriaga	Peer
Julie Munoz	Peer

ADD EDIT DELETE

CONTINUE MY BACK

Support code: References.js

This will return you to the screen that displays all information entered. From this screen you can click ADD to add more references, Edit any existing references that you have by clicking on and highlighting the line, then the EDIT button or delete any references that are listed by clicking on and highlighting the line, then selecting the DELETE button. Minimum number of references is three. If there are no further references or changes to be made, Click the CONTINUE button at the bottom.

## Moral Turpitude

Moral Turpitude Questions

Applicant ID: 112564 Marie Jones

**Moral Turpitude Questions**

Moral turpitude includes but is not limited to: 1. Dishonesty, fraud, deceit, theft, misrepresentation; 2. Deliberate violence; 3. Bias, race, or disparaged acts that are intended to arouse or gratify the sexual desire of the actor; 4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; 5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or 6. Acts constituting abuse under the Texas Family Code.

Family Code

Application

Contact Origin

Personal Information

Additional Languages

Certifications

Licenses

Education History

Work Experience

References

**Moral Turpitude**

Pre-Employment Affidavit

Additional Questions

Attachments

Submit Application

Sign Out

Print

Have you ever been arrested or convicted of: (1) a felony; or (2) a Class A or Class B misdemeanor; or (3) a Class C misdemeanor involving moral turpitude?

Yes  No

Arrest for or conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of offense, and the relationship between the offense and the position for which you are applying.

[Save and Continue](#) [No Back](#)

Support code: MoralTurpitude.jsp

Read the information that appears on the screen. To the right of the second question is a yes, no radio button. Select the Yes or No radio button. Click the SAVE and CONTINUE button at the bottom. If you answer yes, you will need to provide detailed information.

Moral Turpitude Questions

Applicant ID: 112564 Marie Jones

**Moral Turpitude Questions**

Moral turpitude includes but is not limited to: 1. Dishonesty, fraud, deceit, theft, misrepresentation; 2. Deliberate violence; 3. Bias, race, or disparaged acts that are intended to arouse or gratify the sexual desire of the actor; 4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; 5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or 6. Acts constituting abuse under the Texas Family Code.

Family Code

Application

Contact Origin

Personal Information

Additional Languages

Certifications

Licenses

Education History

Work Experience

References

**Moral Turpitude**

Pre-Employment Affidavit

Additional Questions

Attachments

Submit Application

Sign Out

Print

Have you ever been arrested or convicted of: (1) a felony; or (2) a Class A or Class B misdemeanor; or (3) a Class C misdemeanor involving moral turpitude?

Yes  No

Please provide detailed information.

(Character remaining: 500 / 500 max)

Arrest for or conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of offense, and the relationship between the offense and the position for which you are applying.

[Save and Continue](#) [No Back](#)

Support code: MoralTurpitude.jsp

If you answer no, you can save and continue.

Moral Turpitude Questions

Applicant ID: 112564 Marie Jones

**Moral Turpitude Questions**

Moral turpitude includes but is not limited to: 1. Dishonesty, fraud, deceit, theft, misrepresentation; 2. Deliberate violence; 3. Bias, race, or disparaged acts that are intended to arouse or gratify the sexual desire of the actor; 4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; 5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or 6. Acts constituting abuse under the Texas Family Code.

Family Code

Application

Contact Origin

Personal Information

Additional Languages

Certifications

Licenses

Education History

Work Experience

References

**Moral Turpitude**

Pre-Employment Affidavit

Additional Questions

Attachments

Submit Application

Sign Out

Print

Have you ever been arrested or convicted of: (1) a felony; or (2) a Class A or Class B misdemeanor; or (3) a Class C misdemeanor involving moral turpitude?

Yes  No

Arrest for or conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of offense, and the relationship between the offense and the position for which you are applying.

[Save and Continue](#) [No Back](#)

Support code: MoralTurpitude.jsp

# IT Business Systems Group

## Pre-Employment Affidavit

Applicant ID: 112384 Maria Jones

**Pre-Employment Affidavit for Applicants**

For purpose of this affidavit:  
**Adjudication and conviction** refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.  
**Charge entry** is a formal criminal charge an defendant for a primary charging instrument or complaint, information or indictment under the Texas Code of Criminal Procedure.  
**Inappropriate relationship** refers to the crime of improper relationship between educator and student on Texas Penal Code section 21.12, and any other inappropriate relationships as determined by the State Board for Educator Certification.

I declare the following:  
 I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.  
 I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all relevant facts pertaining to the charge, adjudication or conviction:  
 I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all relevant facts pertaining to the charge, adjudication or conviction:

**Declaration of Applicant**  
The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 122.001. An applicant who is offered employment may be asked to complete a notarized affidavit attesting to the same.  
 I declare under penalty of perjury that the foregoing is true and correct.

**Save and Continue** **Go Back**

Support code: PreEmploymentAffidavit.jsp

If you select the first check box, the next check box you must select is the Declaration of Applicant box at the bottom. The next screen will be additional questions.

Applicant ID: 112384 Maria Jones

**Additional Questions**

Have you ever been asked to resign?  Yes  No

Have you ever been placed on disciplinary probation or been suspended from any position?  Yes  No

Have you ever surrendered a teaching certificate/credential/license/permit, or had one denied, revoked or suspended, or is any investigation or adverse action now pending against you?  Yes  No

Have you ever been dismissed from employment with a school system?  Yes  No

Do you or your spouse have any relatives employed by the El Paso Independent School District?  Yes  No

Are you or your spouse related to any member of the El Paso Independent School District Board of Trustees or the Superintendent?  Yes  No

**Save and Continue** **Go Back**

Support code: AdditionalQuestions.jsp

Answer each question using the Yes or No radio button on the right hand side. If you answer Yes to any of the questions, you will be asked to provide additional details. After you complete answering

Applicant ID: 112384 Maria Jones

**Additional Questions**

Have you ever been asked to resign?  Yes  No  
Please provide details:  Characters remaining: 500 (500 max)

Have you ever been placed on disciplinary probation or been suspended from any position?  Yes  No  
Please provide details:  Characters remaining: 500 (500 max)

Have you ever surrendered a teaching certificate/credential/license/permit, or had one denied, revoked or suspended, or is any investigation or adverse action now pending against you?  Yes  No  
Please provide details:  Characters remaining: 500 (500 max)

Have you ever been dismissed from employment with a school system?  Yes  No  
Please provide details:  Characters remaining: 500 (500 max)

Do you or your spouse have any relatives employed by the El Paso Independent School District?  Yes  No  
Please enter:  Characters remaining: 500 (500 max)

Are you or your spouse related to any member of the El Paso Independent School District Board of Trustees or the Superintendent?  Yes  No  
Please specify the relationship to the individual:  Characters remaining: 500 (500 max)

**Save and Continue** **Go Back**

Support code: AdditionalQuestions.jsp

the additional questions, click the SAVE and CONTINUE button at the bottom.

If you select the second check box of the Pre-Employment Affidavit, you will be required to add relevant facts.

The screenshot shows the 'Pre-Employment Affidavit' form for applicant ID 112584. The 'Application' section is active, and the second check box is selected:  I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **True**. The following are all relevant facts pertaining to the charge, adjudication, or conviction: [Text input field with 'Relevant facts:' label and 'Characters remaining: 1024 / (1024 max)'] Below this, the 'Declaration of Applicant' section has the first check box selected:  I declare under penalty of perjury that the foregoing is true and correct. At the bottom right, there are 'Save and Continue' and 'Go Back' buttons.

After you complete entering the relevant facts, do not forget to answer the Declaration of Applicant box at the bottom of the page. click the SAVE and CONTINUE button. Answer the additional questions by clicking on the radio button to the right of the question. If you answer Yes to any of the questions, you will be asked to provide additional details. After you complete answering the additional questions, click the SAVE and CONTINUE button at the bottom of the screen,

If you select the third check box of the Pre-Employment Affidavit, you will be required to answer relevant facts.

The screenshot shows the 'Pre-Employment Affidavit' form for applicant ID 112584. The 'Application' section is active, and the third check box is selected:  I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **True**. The following are all relevant facts pertaining to the charge, adjudication, or conviction: [Text input field with 'Relevant facts:' label and 'Characters remaining: 1024 / (1024 max)'] Below this, the 'Declaration of Applicant' section has the first check box selected:  I declare under penalty of perjury that the foregoing is true and correct. At the bottom right, there are 'Save and Continue' and 'Go Back' buttons.

After you have completed answering the relevant facts, do not forget to check the box at the bottom of the page regarding Declaration of Applicant, then click the SAVE and CONTINUE button at the bottom of the page. You will then be taken to Additional Questions. You will answer YES or No to each question by selecting the radio button to the right of each question. If you answer yes, you will need to provide detailed information for that question. Once you have answered all the questions, click the SAVE and CONTINUE button at the bottom of the page.

## Additional Questions

The screenshot shows a web application interface for 'Additional Questions'. At the top, it displays 'Applicant ID: 112592' and the name 'Camila Short'. A left-hand navigation menu includes options like Home, My Profile, Career Opportunities, Application, Contact Origin, Personal Information, Additional Languages, Certifications, Education History, Work Experience, References, Moral Turpitude, Pre-Employment Affidavit, Additional Questions (highlighted), Attachments, Submit Application, Sign Out, and Print. The main content area contains five questions, each with a red asterisk and radio buttons for 'Yes' and 'No':

- Have you ever been asked to resign?  Yes  No
- Have you ever been placed on disciplinary probation or been suspended from any position?  Yes  No
- Have you ever surrendered a teaching certificate/credential/license/permit, or had one denied, revoked or suspended, or is any investigation or adverse action now pending against you?  Yes  No
- Have you ever been dismissed from employment with a school system?  Yes  No
- Do you or your spouse have any relatives employed by the El Paso Independent School District?  Yes  No
- Are you or your spouse related to any member of the El Paso Independent School District Board of Trustees or the Superintendent?  Yes  No

At the bottom of the form are buttons for 'Save and Continue' and 'Back'. A support code 'AdditionalQuestions.jsp' is visible at the bottom right.

Answer the questions by clicking on the Yes or No radio button. They all must be answered because they all have a red asterisk next to them. Click the SAVE and CONTINUE button when you have completed it. If you need to go back a level, click the BACK button.

## Attachments

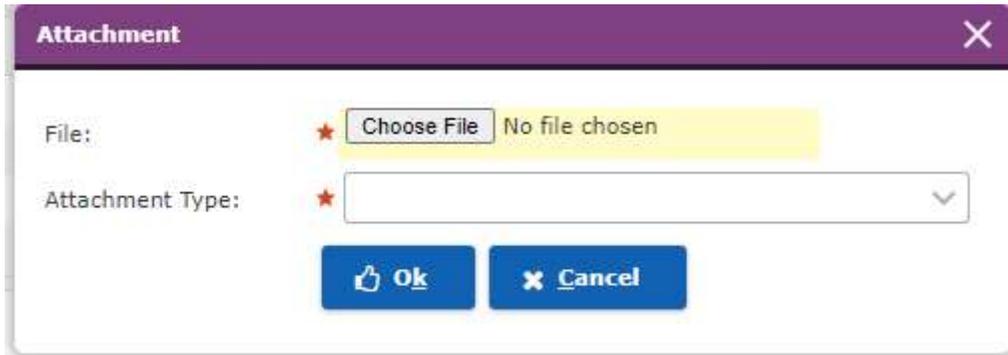
The top of the page will display the attachments you will need for the position you are applying for.

The screenshot shows a web application interface for 'Attachments'. At the top, it displays 'Applicant ID: 112584' and the name 'Maria Jones'. A left-hand navigation menu includes options like Home, My Profile, Career Opportunities, Application, Contact Origin, Personal Information, Additional Languages, Certifications, Licenses, Education History, Work Experience, References, Moral Turpitude, Pre-Employment Affidavit, Additional Questions, Attachments (highlighted), Submit Application, Sign Out, and Print. The main content area contains instructions: 'You may attach documents to your application. Documents you may want to attach include resume, certificate, letter of reference, etc. The list of types of documents that may be attached are shown on the screen in a drop down list of attachment types. Please only attach documents that are in PDF or Word format.' Below this, it lists required attachments: 'AEL/ILD CERTIFICATION - Required Attachments 1', 'RESUME - Required Attachments 1', 'SSEC CERTIFICATION - Required Attachments 1', and 'T-TESS CERTIFICATION - Required Attachments 1'. A table header for attachments is shown with columns for Name, File Type, Date Uploaded, and Attachment Type, and a '0 Records' indicator. Buttons for 'Add', 'View Attachment', and 'Delete' are present. At the bottom are 'Continue' and 'Back' buttons. A support code 'Attachments.jsp' is visible at the bottom right.

You will need to attach all documents that are required for this position. The documents must be in Word or PDF format.

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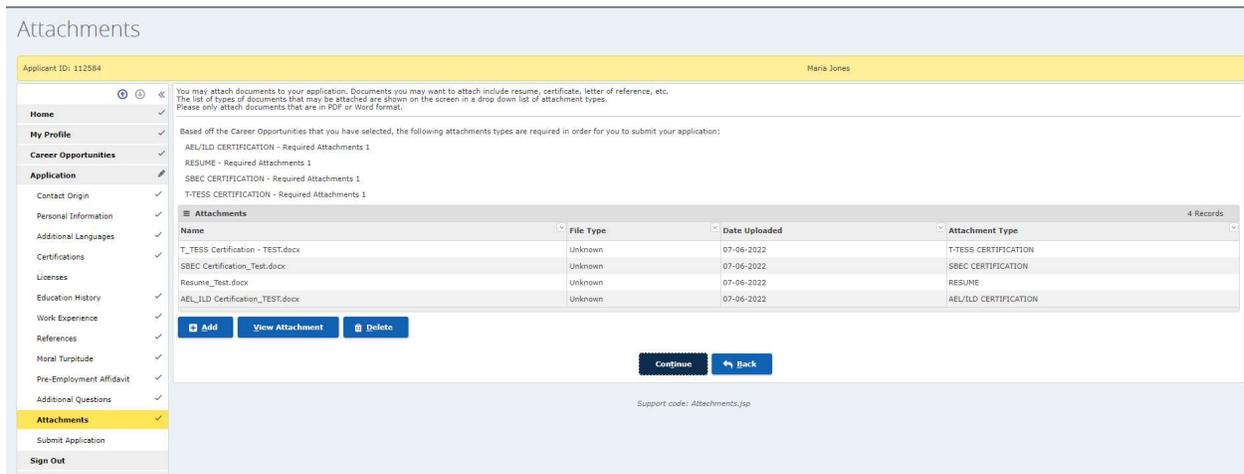
Click on the ADD button to attach documents. You will use the ADD button for as many documents as you will need to attach. Each time you click on the ADD button the following screen will open.



The image shows a dialog box titled "Attachment" with a close button (X) in the top right corner. It contains two fields: "File:" with a "Choose File" button and "No file chosen" text, and "Attachment Type:" with a dropdown menu. At the bottom, there are "Ok" and "Cancel" buttons.

You will click on Choose file box to locate where you have saved the scanned document and select it. It will appear in the area that currently displays "No file chosen". You will then click on the down arrow at the end of the attachment type to indicate what type of attachment this is. When complete you will click the OK button.

The files you attached will display in the attachments area. You can highlight a line and Click View Attachment to view the attachment.



The image shows a screenshot of the "Attachments" page in a web application. The page header includes "Attachments" and "Applicant ID: 112584". A sidebar on the left contains navigation links such as "Home", "My Profile", "Career Opportunities", "Application", "Contact Origin", "Personal Information", "Additional Languages", "Certifications", "Licenses", "Education History", "Work Experience", "References", "Moral Turpitude", "Pre-Employment Affidavit", "Additional Questions", "Attachments", "Submit Application", and "Sign Out". The main content area displays a table of attachments with columns for Name, File Type, Date Uploaded, and Attachment Type. Below the table are buttons for "Add", "View Attachment", and "Delete".

Name	File Type	Date Uploaded	Attachment Type
T_TESS Certification - TEST.docx	Unknown	07-06-2022	T-TESS CERTIFICATION
SBEC Certification_Test.docx	Unknown	07-06-2022	SBEC CERTIFICATION
Resume_Test.docx	Unknown	07-06-2022	RESUME
AEL_ILD Certification_TEST.docx	Unknown	07-06-2022	AEL/ILD CERTIFICATION

You can also highlight a line and click the Delete button. You will get a confirmation box asking if you are sure you want to delete. Click Yes, if you are sure, and the attachment will be deleted.

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Applicant ID: 112584 Maria Jones

You may attach documents to your application. Documents you may want to attach include resume, certificate, letter of reference, etc. The list of types of documents that may be attached are shown on the screen in a drop down list of attachment types. Please only attach documents that are in PDF or Word format.

Based off the Career Opportunities that you have selected, the following attachments types are required in order for you to submit your application:

- AEI/LDL CERTIFICATION - Required Attachments 1
- RESUME - Required Attachments 1
- SBEC CERTIFICATION - Required Attachments 1
- T-TESS CERTIFICATION - Required Attachments 1

Name	File Type	Date Uploaded	Attachment Type
T_TESS Certification - TEST.docx	Unknown	07-06-2022	T-TESS CERTIFICATION

Buttons: Add, View Attachment, Delete, Confirm, Back

Confirmation dialog: Support code: Attachments\_jsp. Are you sure you want to delete this Attachment? Buttons: Yes, No

After you have attached all the necessary documentation, click the CONTINUE button at the bottom.

## Submit Application

Please read the AGREEMENT carefully. If you agree with what you have read, click the I AGREE radio button.

If you do not agree, click the **I DO NOT AGREE**, and therefore wish to discontinue the application process radio button. Be aware that of the following disclaimer: Please be advised that if the applicant does not agree to the above statements, this application will be deleted.

Applicant ID: 112584 Maria Jones

Agreement

You have reached the end of the application process. If you have completed all required information you can submit this application at this time. If you do not submit your application, remember that incomplete applications will only be saved for 72 hours.

**AGREEMENT:**

The El Paso Independent School District is an equal opportunity employer and selects personnel solely on the basis of merit and suitability to the position. Selection is determined by the presentation of evidence of experience and training, the submission of written professional references and personal interviews. The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, creed, age, sex, religion, national origin, marital status, ancestry, citizenship, military status, mental or physical disability, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of these laws may be referred to Human Resources at 1014 N. Stanton, El Paso, Texas 79902, 915-230-2005. Please read the following statements carefully and indicate your understanding and acceptance by selecting "I AGREE" at the bottom of this page. Agreement will authorize the El Paso Independent School District to investigate all statements contained in this application. I hereby certify that the information entered for this application, to the best of my knowledge, is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for the disqualification of my application or termination of my employment. Furthermore, I understand that this application and associated records become the property of the El Paso Independent School District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the El Paso Independent School District, should I be employed. I authorize the El Paso Independent School District to conduct work history, personal reference and/or criminal history inquiries inclusive of inquiries of any law enforcement authority. Such authority is permitted to provide any full and complete criminal record history information as may be requested. I agree that I will not be given a copy of such information, and I waive any right to see it. Please indicate your acknowledgement of the above statements:

I AGREE

I DO NOT AGREE, and therefore wish to discontinue the application process. Please be advised that if the applicant does not agree to the above statements, this application will be deleted.

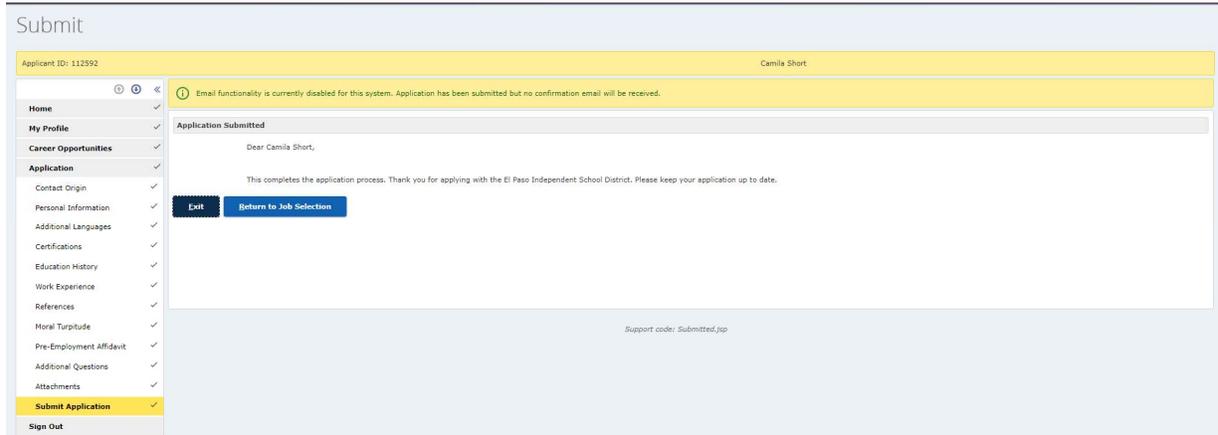
Buttons: Submit

Support code: Submit\_jsp

## IT Business Systems Group

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If you select the I agree button then click the Submit button the following screen will appear.



If you select the EXIT button, you will be logged out. If you click the Return to Job Selection button you will return to Job Selection Category so that you can apply for another job.

If you have Submitted the Application you can PRINT it or Sign Out by selecting those options on the Navigation bar.

## Registered Users Sign In

If you are currently not signed in but already created a Profile use the Registered Users Sign in.

### New Applicants



### Registered Users



If you do not remember your user ID and Password click here.

### Instructions

**Please write down and store your User ID and Password in a safe place. You will not be able to access your application if you log out and do not remember this information.**

**Please write down your hint question and answer and provide an active email address in your application. Your password will be sent to that email address if you forget your password.**

If you are a new applicant and are interested in applying for a position with the El Paso Independent School District, please follow the simple steps below. Our online application "wizard" will walk you through the process step-by-step. A navigation bar will be displayed along the left side of all screens and will keep you informed of your progress.

- The current page will be highlighted.  

- As you complete each page, that page label will be annotated with a "checkmark" icon.  

- Incomplete pages will be annotated with a "checkmark & pen" icon.  

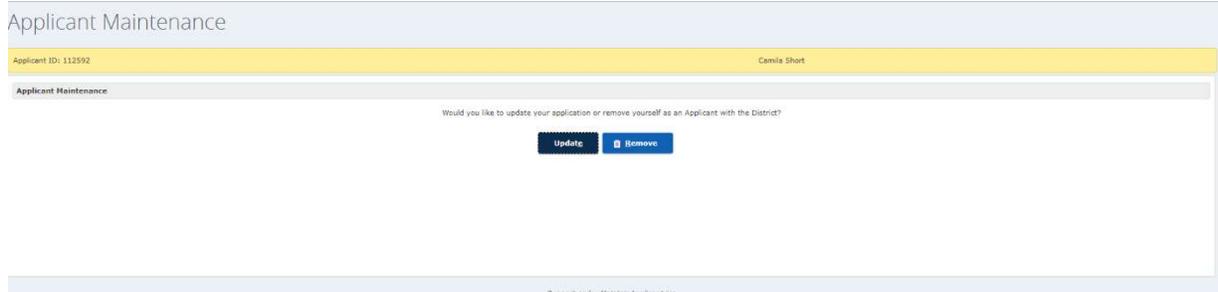

You may also use the navigation bar at the left of the screen to quickly jump to specific sections of the online application. However, the data you enter on each page of this online application will only be saved when you click the "CONTINUE" button at the bottom of each page. If you jump to the navigation bar before completing a page, any information you have entered on that page will NOT be saved.

**Click on this icon  if you need more space while typing.**

#### 1. Register - Create an Account

Registering allows you to establish your User ID and Password. Once your account has been created, you can complete the Online Application, or you may leave the site and return later to update the details of your application, add attachments, and

The first thing after you login will be to UPDATE or REMOVE your Application. Select the appropriate button.



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If you select UPDATE you will be taken back into your application. Click on Career Opportunities from the Navigation Bar. If you have not submitted your Application yet, you will need to select the Category you selected before by clicking on it.

Select a Job Category

Applicant ID: 112592 Camila Short

In order to simplify your search for job opportunities within our school district, we have organized our posted job opportunities under the Career Area listed below. When you select the Career Area in which you are interested, you will be presented with a list of those job opportunities related to that category.

**Home** ✓  
**My Profile** ✓  
**Career Opportunities**  
**Sign Out**  
**Print**

**Select a Career Area:**

**Career Area:**  
Administrative Professional You have selected: Assistant Superintendent Schools - 1668

- ▾ Campus Leadership
- ▾ Clerical
- ▾ Custodial Operations
- ▾ Food Service
- ▾ Information Technology
- ▾ Paraprofessional
- ▾ Teacher Career & Tech Ed
- ▾ Teacher Elementary
- ▾ Teacher High School
- ▾ Teacher Middle School
- ▾ Temporaries
- ▾ Transportation
- ▾ Year Long Teaching Resident

**Substitute Area:**  
▾ Substitute Campus Administration  
▾ Substitute Licensed Professional  
▾ Substitute Support  
▾ Substitute Teacher



The next screen that appears will be the SELECT JOBS. Check the box of the job you wanted and select the Save Changes button.

Select Jobs

Applicant ID: 112592 Camila Short

[Back to Career Areas](#) [Save Changes](#)

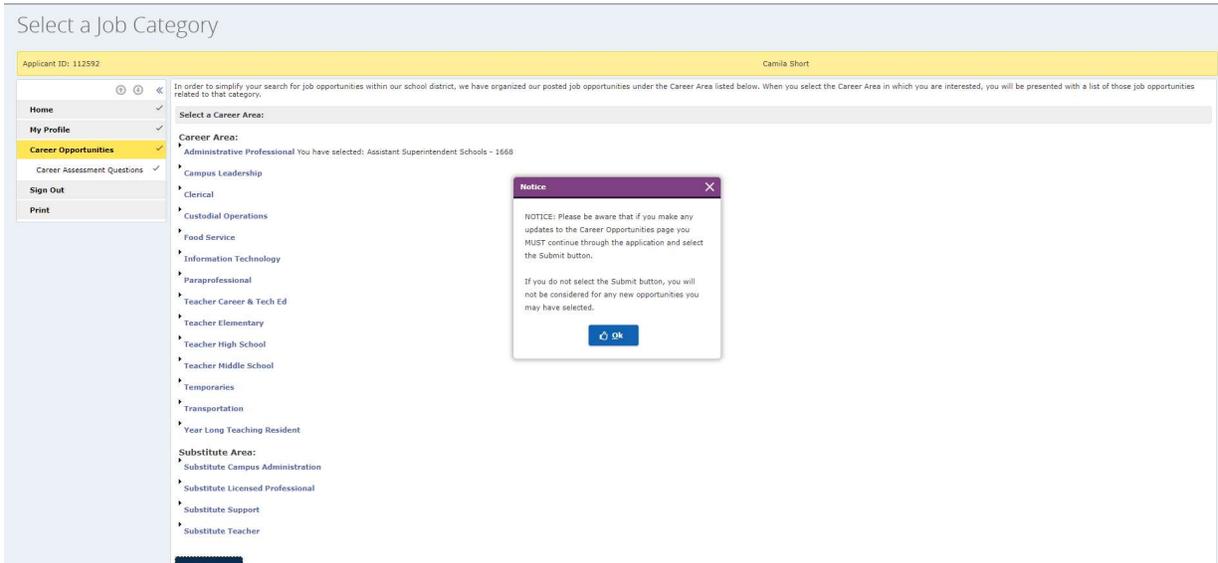
**Opportunities in Administrative Professional**

- Assistant General Counsel Job Description -- Posting ID: 1510 -- Organization: 735-Legal -- Position Closes: Open Until Filled
- Assistant Superintendent Schools Job Description -- Posting ID: 1668 -- Organization: 805-Secondary Schools Division -- Position Closes: Open Until Filled
- Assistant Superintendent Student Services Job Description -- Posting ID: 1524 -- Organization: 731-Administration -- Position Closes: Open Until Filled
- Chief Academic Officer Job Description -- Posting ID: 1456 -- Organization: 801-Curriculum & Instruction -- Position Closes: Open Until Filled
- Chief of Organizational Transformation and Equity Job Description -- Posting ID: 1438 -- Organization: 714-Office of Org Transf and Equity -- Position Closes: Open Until Filled
- Director Counseling & Advising Job Description -- Posting ID: 1856 -- Organization: 841-Counseling & Advising -- Position Closes: Open Until Filled
- Director Counseling & Advising
- Education Diagnostician Job Description -- Posting ID: 1921 -- Organization: 822A-Spec Education - Pos at Schools -- Position Closes: Open Until Filled
- LSSP MA/Eds Job Description -- Posting ID: 856 -- Organization: 822-SpecialEd SHealthServices Center -- Position Closes: Open Until Filled
- Speech Therapist (Certificate Clinical Competence) Job Description -- Posting ID: 969 -- Organization: 822A-Spec Education - Pos at Schools -- Position Closes: Open Until Filled

[Save Changes](#)

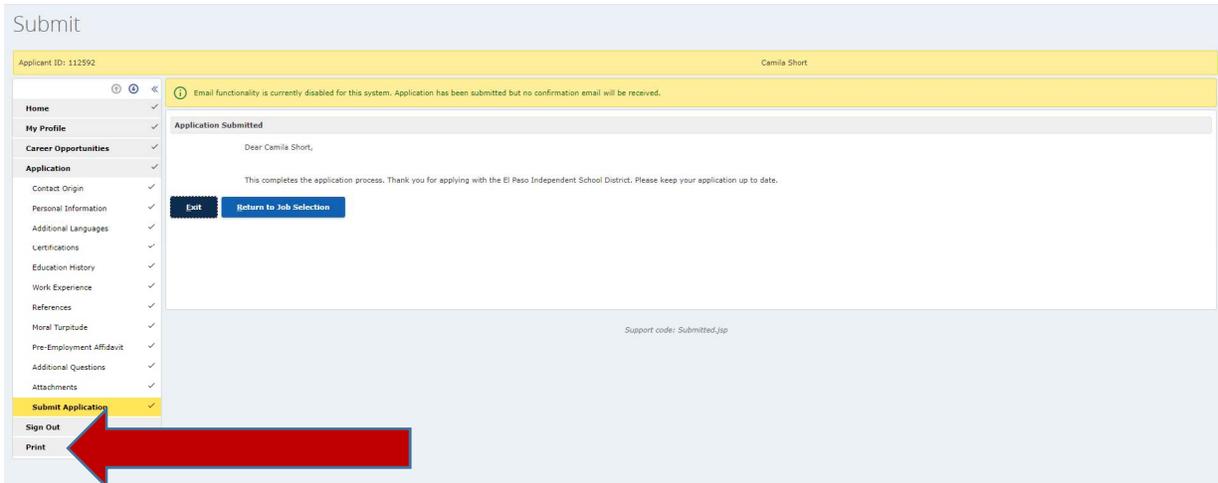
## IT Business Systems Group

This will return you to the Job Categories screen with a Notice box. After reading the information, click the OK box, then click the Continue box.



This will open the Navigation bar. Select which ever item you have not completed. It will not have a check mark next to it. You can also make changes to the items check marked by selecting it on the Navigation bar then highlighting the line and clicking the EDIT button when it appears on your screen.

After you complete your application and submit it, the following screen will appear.



If you select the EXIT button you will be logged out. If you select the Return to Job Selection button, you will return to the Job Category screen and you can complete another application.

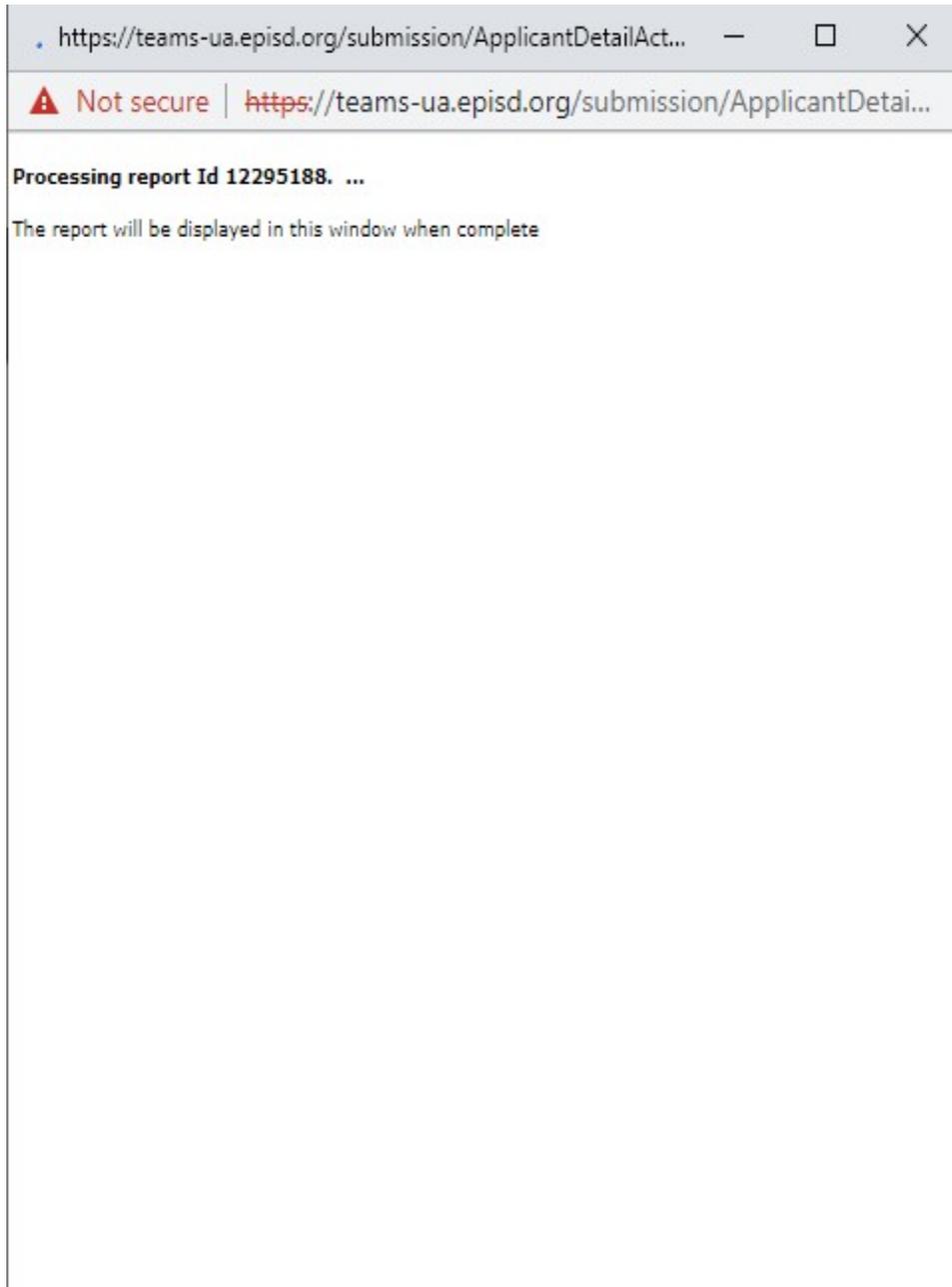
## Print

We recommend that you print your submitted application first, before exiting and selecting Return to Job Selection button. Select the Print option from the Navigation Bar.

## IT Business Systems Group

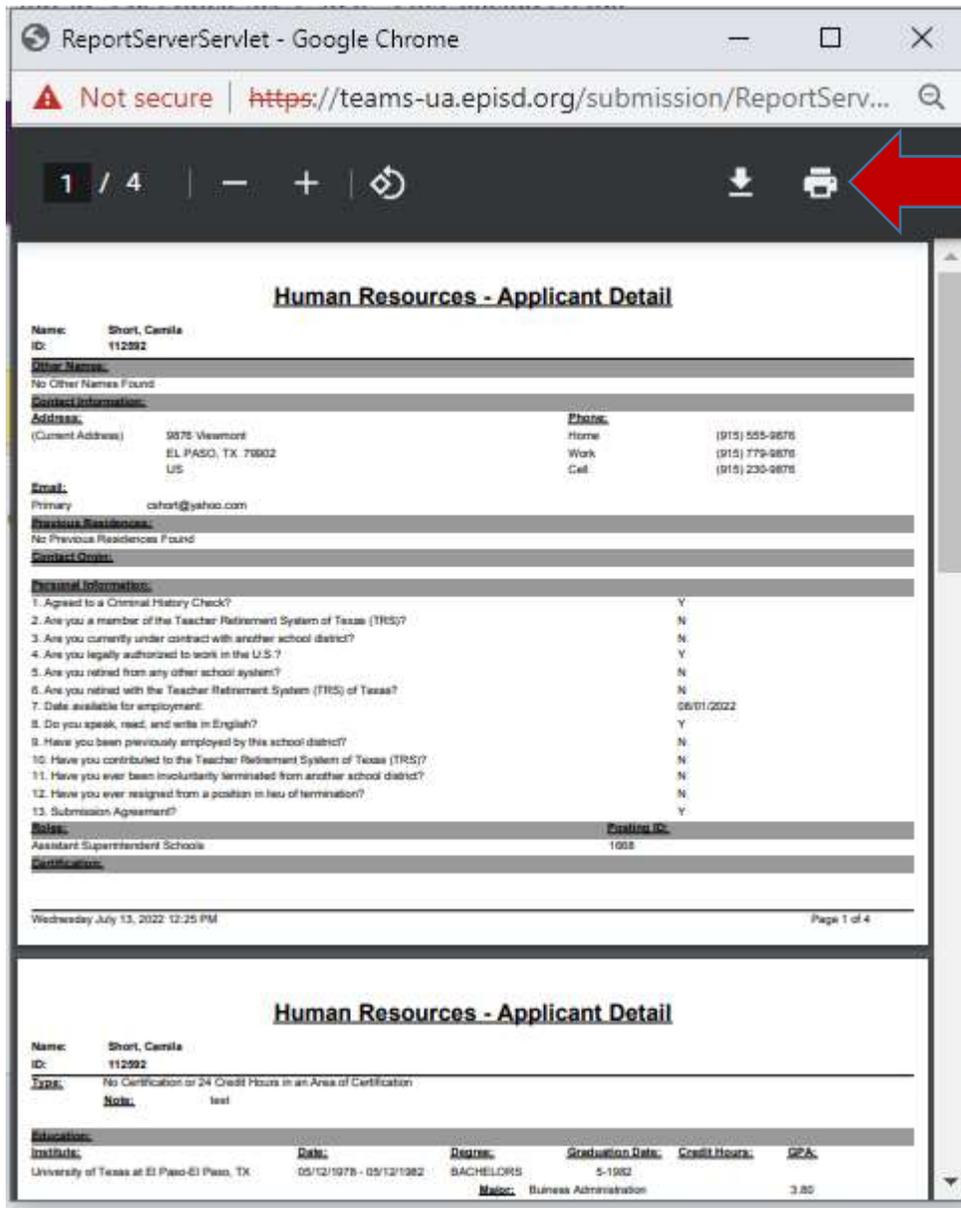
---

The following screen will appear:



## IT Business Systems Group

When your application is ready to print the following screen will appear:



The screenshot shows a Google Chrome browser window with the address bar displaying "https://teams-ua.episd.org/submission/ReportServ...". The page title is "ReportServerServlet - Google Chrome". The browser's address bar shows a warning icon and the text "Not secure". The page content is titled "Human Resources - Applicant Detail" and contains the following information:

**Name:** Short, Camila  
**ID:** 112992

**Other Names:**  
No Other Names Found

**Contact Information:**

Address:	Phone:
(Current Address) 9878 Westmont EL PASO, TX 79902 US	Home (915) 555-9878 Work (915) 779-9878 Cell (915) 230-9878

**Email:**  
Primary: cshort@yahoo.com

**Previous Residences:**  
No Previous Residences Found

**Standard Checks:**

**Personal Information:**

1. Agreed to a Criminal History Check?	Y
2. Are you a member of the Teacher Retirement System of Texas (TRS)?	N
3. Are you currently under contract with another school district?	N
4. Are you legally authorized to work in the U.S.?	Y
5. Are you retired from any other school system?	N
6. Are you retired with the Teacher Retirement System (TRS) of Texas?	N
7. Date available for employment:	06/01/2022
8. Do you speak, read, and write in English?	Y
9. Have you been previously employed by this school district?	N
10. Have you contributed to the Teacher Retirement System of Texas (TRS)?	N
11. Have you ever been involuntarily terminated from another school district?	N
12. Have you ever resigned from a position in lieu of termination?	N
13. Submission Agreement?	Y

**Notes:**  
Assistant Superintendent Schools 1998

**Printing ID:**

Wednesday, July 13, 2022 12:25 PM Page 1 of 4

The second page of the form is also titled "Human Resources - Applicant Detail" and contains the following information:

**Name:** Short, Camila  
**ID:** 112992

**Type:** No Certification or 24 Credit Hours in an Area of Certification

**Note:** test

**Education:**

Institute:	Date:	Degree:	Graduation Date:	Credit Hours:	GPA:
University of Texas at El Paso-El Paso, TX	05/12/1978 - 05/12/1982	BACHELORS	5-1982		
		Major: Business Administration			3.80

Click on the Print icon in the upper right hand corner. The Application should print on your printer.