# Frontline ERP – External On-line Job Applicant

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Goto WWW.EPISD.ORG	
← → C A A https://www.episd.org	A <sup>h</sup> 16 the syncing 🐲 …
*	Click hers for our new COVID19 Information page
off Episd Schools 🗸	🕈 💅 🖬 🧭   USER OPTIONS 🗸
EL PASO INDEPENDEN SCHOOL DISTRICT	
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#### Click on Join Our Team

$\leftarrow$ $\rightarrow$ O $\widehat{\Box}$ https://www.episd.org	All the tynning 🐲 …
<b>Glick here</b> for our new COVI	D19 information page
ff EPISD schools ∨	f 😏 🖬 🕼   USER OPTIONS 🗸
EL PASO INDEPENDENT SCHOOL DISTRICT A Texas Certified District of Innovation	SEARCH PARENTS   STUDENTS   STAFF 🛪 ESPAÑOL
	JOIN OUR TEAM QUICKLINKS BOND
Student Transfer Registration	

On the Join Our Team page select District Vacancies.



#### Select the New Applicants button.

Join EPISD	Home > DEPARTMENTS Join EPISD	
Welcome     Upcoming Events	All Vacancies	
<ul> <li>Vacancies</li> <li>Athletic Coaching</li> </ul>	The new application process for all positions is now online. Sele applicants and "EPISD Employees click here" for in-district emp	ect "NEW Applicants click here" below for out-of-district loyees. This will provide you with a list of current vacancies and
<ul> <li>Bus Drivers</li> </ul>	direct you through the application process.	
Custodial     Food Service Specialist     High Impact Instructor     High Impact Tutors	<b>NOTICE:</b> When applying for Bid Positions, click on the POSTING ID- application. Click on JOB DESCRIPTION to learn more of the job res	# to see documents needed to be attached as part of your ponsibilities.
Substitutes     Teachers	NEW Applicants	EPISD Employees
<ul> <li>Testers Needed</li> <li>Compensation</li> <li>Employee Relations</li> </ul>	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#"	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.
Benefits     Job Descriptions     Molumbears & Student Teach	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.	Please Note: All uploaded documents will remain as part of your application for jobs for which you apply. You are responsible for
Fingerprinting FAQs	NEW Applicants Citer Have	keeping your documents current and up to date. EPISD Employees continue EPISD Employees

# 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 Po	stings	
	Data Pesting Banner	
	Welcows to the FI Deep Tedescondent Cohord District the Dates and extension of a table structure to describe	
	Vencione to tree crimato integritaria consoli un stratu, preade sealed, a giud category network to tree yous. The Desize landsmode that distribution is the discribution is integritaria of the sealer of the basis of neuron to revery jours. The Desize landsmode that discribution is the discribution is preader as envelopment practices on the basis of neuron consequences, and prediction of the sease of the	
	application of Titles VI, VII, IX and Section 504 inquiries regarding atudents may be inferred to Kelly Ball at 230-2829. El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de naza, color, edad, sexo, religión.	
	Bright That such as the trick, calculating, include minute, escaped and the monocompletical, eliterecopy decide of science of provide	
	Category	
	Administrative Professional	
	Administrator/Coordinator	
	Assiliary	
	Campus Laadership	
	Clerical	
	Counselor	
	Cuitedial Operations	
	Facilities	
	Fire Arts	
	Food Service	
	Information Technology	
	Librarian	
	Maintenance	
	Nurse	
	Paragrotossional	
	Pulice Services	
	Substitute Campus Administration	
	Substitute Licensed Professional	
	Substitute Support	
	SubstRute Teacher	
	Summer School Derical/Support	
	Summer School Elementary	
	Summer School Enrichment Program	
	Summer School High School	
	Summer School Niddle	
	Summer School Professional	
	Summer School SEED (ITSY)	
	Teacher Carver & Tech Ed	
	Teacher Elementary	
	Teacher High School	
	Tescher Middle School	
	Temporaries	
	Transportation	
	Year Ling Teaching Resident	

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

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

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

Registered Users
🖒 Sign-in
If you do not remember your user ID and Password click here.
Instructions
nd Password in a safe place. You will not be able to access your ber this information.
iswer and provide an active email address in your application. Your if you forget your password.
pplying for a position with the El Paso Independent School District, please ion "wizard" will walk you through the process step-by-step. A navigation bar and will keep you informed of your progress.
I be annotated with a "checkmark" icon.
ckmark & pen" icon.
the screen to quickly jump to specific sections of the online application, online application will only be saved when you click the "CONTINUE" button avigation bar before completing a page, any information you have entered on
while typing.
and Password. Once your account has been created, you can complete the return later to update the details of your application, add attachments, and
n "wizard" will guide you through the steps of completing your application.
st applicants. tess, we will save your incomplete application and you may exit this online time. <b>Note: incomplete applications will only be saved for 72 hours.</b> proceed from one page to the next page (marked with an asterisk), and a "your application. You may want to gather this information before you

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

all the information on this page. Pay close attention to the information in RED.

#### **My Profile**

Login Information

Registration is step 1 of 4.

• • •	* Indicates a mundatory field.					
Home	agin Information					
Sign In	Record your least name below. Your name whold match the name listed on your Social Security Card or Passoont, If a Middle Name or Totikal is part of your least name, plassa list below. Nichnames can be added in the "Preferred Name" faild. This system only saves you'd latters are and honhers in name failds.					
My Profile						
	Trist Reneal +					
	Perfored Name:					
	Mdalio Name:					
	Lad Name:					
	The v					
	Gerenden: v					
	559: • O					
	Verify SSR: +					
	Please remember your lose 10, Pleasened, and Hink Answer for Mutre access to your application. In the event your forget your parsened, you will be given the apportunity to provide your filed. Answer to access sensitive:					
	User for					
	Pesseret: +					
	Verify Password:					
	Hitt Question:					
	Helt Answer: •					
	give and Centinue					

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.

Warning	×
You have not entered a Middle Name on your applicat contains a Middle Name or Initial, please select the Ca Middle Name or Initial in the Middle Name field.	tion. If your legal name ancel button and add your
By selecting the Ok button, you are verifying that you or Initial.	u do not have a Middie Name
Ok Cancel	1

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.

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.

Applicant ID: 112584		
• • •	• * • indicates a mand	atory field.
Home	How can we contain	ct you?
Sign In	Country:	United States Of America
My Profile /	Zip Code:	*1
[1] Login Information 🗸	Address Line 1:	*
[2] Contact Information	Address Line 2:	
[3] Criminal History	City:	•
Career Opportunities	State:	*
	Email:	*
	Verify Email:	*
	* You must enter a	t least one phone number below:
	Home Phone:	• • • • • • • • • • • • • • • • • • •
	Work Phone:	• • • ext
	Cell Phone:	tx9 · · ·
	If you will be moving in Please note that if the	n the near future, please provide us with a future (permanent) addr future information you provide us is the same as your current one i
	If you plan to mov	e. Please give us your new contact information.
	Country:	United States Of America
	Zip Code:	
	Effective Date:	
	Line 1:	
	Line 2:	
	City:	
	State:	×
	Email:	
	Verify Email:	
	Home Phone:	ten *
	Work Phone:	est
	Cell Phone:	

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.

oplicant ID: 112584		Maria Janes			
• • •	Criminal History				
Home	Criminal History				
Sign In					
My Profile	The information requested below is necessary to obtain criminal history. This confidential information will NOT be included as part of your application but it must be in	completed in order to be considered for employment by El Paso Independent School District. All Texas public schools are required by state law to obtain criminal history record			
[1] Login Information 🗸	information on all applicants for employment with the District (Texas Education Code Section 22.083).				
[2] Contact Information	Do you have a valid U.S. Driver's License or Identification Cand?	* • Yes No			
[3] Criminal History	Drivers License/Identification Cerd Number:				
Career Opportunities	Drivers License/Identification Card State:	* <u>×</u>			
	Gender:	Pemale      Male      Declined to Answer			
	Date of Berth:	•		4	
	Why is this needed?				
	Ethnicity (Choose only one):	O Hispanic/Latino	0		
		Not Hispanic/Latino	æ		
		O Decline To Provide	U		
			-		
	Race (Choose one or more):	American Indian or Alaska Native	8		
		Rolan	ŏ		
		Black or African American	8		
		Native Hawaiian or Other Paolic Islander	ö		
		White			
		Decline To Provide			
	The last item on this screen, Ethnicity, is collected solely for the purpose of governmental recordisesping, reporting and other legal requirements. You must complete	te the field, but one of the choices is, "Decline to Provide". This information will be maintained separately from the application. If you choose to "Decline to Provide" your athinicit	γ,		
	R will not jeopardize or adversally affect your consideration for employment.				
	* I AGREE I DO NOT AGREE and therefore wish to discontinue this application process.				
		Save and Continue			

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**

Applicant ID: 112584	Maria Jones
• • •	In order to simplify your search for job opportunities within our school dublict, we have organized our posted job opportunities under the Career Area instel 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
Home	Select a Career Area:
My Profile 🗸	Career Area:
Career Opportunities	Administrative Professional
Career Assessment Questions	Campus Leadership
Sign Out	Clerical
Print	Custodial Operations
	Pood Service
	Information Technology
	Paragrofessional
	Preacher Career & Tech &d
	Pescher Elementary
	Teacher High School
	Teacher Hiddle School
	• Temporaries
	* Transportation
	Vear Long Teaching Resident
	Substitute Area:
	Substitute Campus Administration
	Substitute Licensed Professional
	Substitute Support
	Substitute Teacher
	Continue You currently have no career opportunities addected.

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

Applicant ID: 112584	Maria Jones
• • •	Back to Career Areas Save Changes
Home	Opportunities in Administrative Professional
My Profile 🗸	Assistant General Counsel Job Description Posting ID: 1510 Organization: 735-Legal Posting Total Titled
Career Opportunities	Assistant Superintendent Schools Job Description Posting 10: 1668 Organization: 805-Secondary Schools Division Postion Clases: Open Until Filled
Career Assessment Questions	Assistant Superintendent Student Services Job Description Position ID: 1524 Organization: 731-Administration Position Closes: Open Until Filed
Sign Out	Chief Academic Officer Job Description Posting IDI: 1456 Organization: 801-Curriculum %. Instruction Position Classis: Open Until Filled
Print	Chief of Organizational Transformation and Equity Job Description Pesting 10: 1438 Organization: 714-016c all Organization:
	Director Counseling & Advising Job Description Posting ID: 1856 Organization: 841-Counseling & Advising Postion Closes: Open Until Filed
	Director Counseling & Advising
	ESSER Funding LSSP Intern Job Description Peating ID: 1488 Organization: 822-SpecialEd MeathServices Center Position Classes: 06-30-2022
	Education Diagnostician Job Description Posting ID: 1021 Organization: 822A-Spec Education - Pos at Schools Poster Units / Tited
	ESSP MA/Eds Job Description Peating ID: 856 Organization: 822-Specialtid BreakthServices Center Pointim Coses: Open Until Tifled
	Speech Therapist (Certificate Clinical Competence) Job Description Posting ID: 969 Organization: 822A-Spec Education Ros at Schools Rosition Closes: Open Unit/ Mied
	A Style Dagoes

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.



IT Business Systems Group July 2022

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.

olicant ID: 112584		Maria Jones
٢	« * Indicates a mandatory field.	
lome	Personal Information	
ty Profile	Are you leadly authorized to work in the U.5.2	* No
areer Opportunities	(If hired, you will be required to complete an Employment Elipbility Verification Form (Form 1-9) and produce documentation of your identity and authorization	in to work.)
pplication	1	Available for Immediate Hire
Contact Origin	✓ Date available for employment:	*
Personal Information	Do you speak, read, and write in English?	* Yes () No.
Additional Languages	Have you over been involuntarily terminated from another school district?	* Ves ON0
Certifications	Have	* Yes No
Licenses		* Yos Nr.
Education History	Navigation Bar	+ O Yes O No
Work Experience	Harr	• O Yes O No
References	free you retired with the Teacher Dationment Custom (TOC) of Teace?	
Moral Turpitude	wile han service with the reaction retrientent physical (1/2) (i) reveals	
Pre-Employment Affidavit	whe you retired from any other school system?	• U Yes U Na
Additional Questions	Ane you currently under contract with another school district?	* Yes No
Attachments		Save and Continue
Submit Application		

#### **Additional Languages**

Add any additional languages.

My Profile: Ac	ddit	ional Languages								
Applicat 15: 11554 Maily Stee										
0 0	) «	Please Induate language abilities other their English and level	of proficiency yau powers. Clux the AGD button liefue to specif	y a tangsaga shift.						
Home		S Additional Languages						0 Nasords		
My Profile	4	Language	Understand It.	Speak	Read	Write	Translate			
Career Opportunities	4									
Application	1	E And E Sent B Beinte								
Contact Origin	~									
Personal Information	1			54	stinue Beck					
Additional Languages										
Cettifications										
Utomses										
Education History				Segor	Looder Langungen, Jun					

When you click ADD button the following screen will appear.

Applicant ID: 112584		Madia Jones	
• • •	Additional Language		
Home			
My Profile 🗸 🗸	Language:	×	
Career Opportunities 🗸 🗸	Understand:		
Application /	Speak Pluentby:		
Contact Origin 🖌	Read:		
Personal Seformation	Write:		
Additional Languages	Translate:		
Certifications		(c) 0 ½ ¥ ⊆ancel	
Licenses			
Education History		Support code: LanguagesRifter.jpp	
Work Experience			

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.

					Maria Jo	nes		
	) «	Please indicate language abilities other the	an English and level of proficiency you possess. Clid	k the ADD button below to specify a language skill.				
ome	4							1 Recor
y Profile	4	Language	- Understand	- Speak	Read	Write	" Translate	
areer Opportunities	1	Spanish	Yes					
oplication	1	🖸 Add 🛛 🔀 Edit 🗕 🖻	elete					
Contact Origin	~							
ersonal Information	~			Continue	na-k-			
dditional Languages	~		Co	nfirmation	×			
ertifications	1							
icenses				Are you sure you want to delete this item?				
ducation History	1			Ó Yes X No				
Vork Experience	2							
teferences	1							
Ioral Turpitude	4							
a farming and the second	9							
re-employment Amoavit								
ditional Questions								
dditional Questions ttachments	Č.							

On this page you can 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

Certifications	
Applicant ID: 112384	Nata Neo
© @ «	Certification Types
Home Home Career Opportunities  Career Opportunities  Application  Parsmal Information  Additional Languages	State of Transa Certification in types and         O Internet: Certification Improve         O Winnets: Certification Improve         O Winnets: Certification Improve         O Winnets: Certification Improve         O Monthly Data Additionary Team         O Additionary Additionary Team         O Additionary Additionary Team         O Additionary Additionary Team         O Additionary Certification
Certifications Licenses Education History	December of the set of

Click the appropriate radio button.

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

Certifications	
Applicant (5): 112581	Reg New -
• • •	Last all areas of certification you currently hold (even those recently expired)
Home	
My Profile 🗸	
Career Opportunities 🗸	Aver •
Application /	Certification Status
Contact Origin 🗸 🗸	
Panonal Dromation	1 is the conditions information breaking. () Allow ()
Additional Languages 🗸 🗸	
Certifications	Operation of the second s
Cleannes	
fiducation Halory	Second usin Contrast.im
Work Experience	
Teleropas	

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?

Licenses	How do you qualify for this position without a certification?
Education History	
Work Experience	
References	Qualify Reason: *
Moral Turpitude	
Pre-Employment Affidavit	Divardens remaining: 500 (200 max)
Additional Questions	gave and Continue 🖣 Back
Attachments	
Submit Application	Support zode: Cort. Jup
Sign Out	
Print	

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.

Licenses								
Applicant ID: 112584						Maria Jones		
	⊙ ⊕ ≪	Please add any applicable Licenses that you hold.						
Home		II Licenses						O Necoriza
My Profile	4	License Name	15 City	State	- Issued Date	Expiration Date	- License Rumber	
Career Opportunities								
Application	/	And C bdit B Beiete	E Notes					
Contact Origin	1							
Personal Information	1				Zive a	a continue		
Additional Lampuages	1							
Certifications	-							
Licenses								
Education History					Sept	rt code: Licemen,/sp		
Work Experience								
References								
Horal Turpitude								

Click the ADD button. The following screen will open.

_icenses								
Applicant ID: 112584							Meria Jones	
Arme      Profile      Career Opportunit      Application      Contact Origin      Personal Information      Additional Linguages      Certifications      Leconese		Lionne: State: Oty: In Process: Issue Date: Expiration Date: License Number:	*   * 	✓ ✓ ✓ ✓ mmddyy	×	Ó ok 🗶 Cancel		
Education History Work Experience References Horal Turpitude Pre-Employment Affidavit Additional Questions Attachments Submit Application	* * * * * * *					Support code: Leonaltistor yap		
Sign Out								

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.

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.

Licenses								
Applicant ID: 112584						Maria Jones		
•	⊛ «	Please add any applicable Licenses that you he	ild.					
Home	~	≡ Licenses						1 Record
My Profile	~	License Name	Li City	State	Issued Date	Expiration Date	License Number	
Career Opportunities	~	None	El Paso	TX				
Application	1	🛃 🗚 🕼 Edit 🗎 Delete	n 📑 Notes					
Contact Origin	~							
Personal Information	~				Save and Contin	ue 🕈 Back		
Additional Languages	1							
Certifications	~							
Licenses	~							
Education History	~				Concerned and and			
Work Experience	~				Support code: 1	uenses,/sp		
References	~							
Moral Turpitude	~							
Pre-Employment Affidavit	~							
Additional Questions	~							
Attachments	~							
Submit Application								
Sign Out								
Print								

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.

_icenses									
Applicant ID: 112584							Maria Jones		
	» (	Please add any applicable Licen	mes that you hold.						
Home	4	E Licenses							1 Record
My Profile	4	License Name		L City	State	Issued Date	🐥 Expiration Date	License Number	
Career Opportunities	~	None		El Paso	тх				
Application	1	🖬 Add 🛛 🔀 Edit	@ Delete	E Notes					
Contact Origin	~								
Personal Information	2					Save and Con	tinue 🌨 Back		
Additional Languages	Ŷ								
Certifications	4				Con	firmation	×		
Licenses	4								
Education History	~					Are you sure you want to delete th	is item?		
Work Experience	~					Ó Yes X Ho			
References	4						·		
Moral Turpitude	4								
Pre-Employment Affidavit	9								
Additional Questions	4								
Attachments	~								
Submit Application									
Sign Out									
Print									

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**

Education H	listory					
Applicant ID: 112584				Maria Jores		
0	€ Please orter i	d degrees or trade scroot certifications required as per jub deal	option. Peraprofessionals are required to enter official usiliage transcripts and high extrem diptoma	gr (#20).		
Home	The mini	num level of education required for the selected jobs is MIGTOR	5			
My Profile	∠ Ξ Education	on History				0 fiocords
Career Opportunities	- Institute N	2000	le Degree Carned	Major Subject	Crad Date	
Application	1					
Contact Origin	J 10 A44	(2 geit 2 Deiete				
Personal Information	2					
Additional Languages	~			Continue There		
Certifications	~					
Licenses						
Education History				Support only Discularithian as		
Work Experience						
References						
Moral Turpitude						
Pre-Employment M5davit						

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

ducation H	istor	y Level			
Hant ID: 112584			Naria Jona		
•	∋ «	Choose an Education Level			
lome					
ty Profile	~	College / University			
Career Opportunities	4	Meration Level 🔹 🖉 Dasinaa School / Trada School			
Application	1	Migh School / 6ED Education (Including Na High School Diploma or 6ED)			
Contact Driger	~		the super-		
Personal Information	4				
Additional Languages	-				
Cetifications					
Literary					
Education History			Supprisoner Reporterment and		
Work Experience					
References					

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.

Research (1931)	
Education History Degree Editor	
Applant 10: 123M Refer	unes
C C      E University of Texas at 10 Pass TX	0 Records
Hone Degree Type From Date L To Date Major Major GPA	- Minor EPA
Hy Profile a	
Career Opportunities * @ @ Law	
Application P	
Carlad Crips v Add / Sell degree	
Pencral bitranation * Oppies Earred:	
AddBanel Languages * From Data:	
Certification To Date	
Ligner	
Education Nistery      Orchastion Data (or priticipated dual)	
Wyrk Equiplence Hearth Year	
Adverses terre Galact	
Mitol Tupitade Maker (DA-	
Pre-Englayment Affaink Horr Collect	
Abituna Questions	
Allachments	
Schell Application C A44 Creat	
Sign Out	
Print Continue	

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

Education H	listo	ory Degree Editor				
Applicant ID: 112584				Maria Jon	25	
O	⊛ «	≡ Western TechnicalEl Paso, TX				0 Records
Home	~	Degree Type	From Date	ji To Date	Credit Hours	
My Profile	~					
Career Opportunities	~	🕼 Edit				
Application	/					
Contact Origin	~	Add / Edit degree				
Personal Information	1	From Date:	*	mmddyvyy		
Additional Languages	~	To Date:	*	mmddevee		
Certifications	~			<b>_</b>		
Licenses						
Education History	~	Awarded Completion Certificate?	* Yes No			
Work Experience	~	Add / Clear				
References	~					
Moral Turpitude	~			tontinue		
Pre-Employment Affidavit	~					
Additional Questions	~		Support	code: EducationHistoryDegreeEditor.jsp		
Attachments	~					
Submit Application						
Sign Out						
Print						

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.

Education His	stor	ry Instit	tute
Applicant ID: 112584			Maria Jones
• ④	) «	Institute Loca	tion and Name
Home	~	1.11	
My Profile	~	Country:	Vunted States Of America
Career Opportunities	~	State:	* Texas V
Application	1	City:	*
Contact Origin	~	School Name:	•
Personal Information	~		Continue 🅎 Bgck
Additional Languages	~		
Certifications	~		
Licenses			
Education History	~		Support and a Scientised International Control of the
Work Experience	~		angeler i Soner Sonerski prinsener (pp
References	~		
Moral Turpitude	~		
Pre-Employment Affidavit	~		
Additional Questions	~		
Attachments	~		
Submit Application			
Sign Out			

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 H	isto	ry Degree Editor			
Applicant ID: 112584			Maria J	lones	
•	€) «	≣ El Paso HighEl Paso, TX			0 Records
Home	~	Degree Type	From Date	ik To Date	
My Profile	~				
Career Opportunities	~	@ Edit			
Application	/				
Contact Origin	~	Add / Edit degree			
Personal Information	~	From Date:	* 📩 mmddyyyy		
Additional Languages	~	To Date:	*		
Certifications	~				
Licenses		* GED High School No Diploma			
Education History	~	🖬 Add 🥒 Clear			
Work Experience					
References			Continue		
Pre-Employment Affidavit	~				
Additional Questions	~		Support code: EducationHistoryDegreeEditor.jsp		
Attachments	~				
Submit Application					
Sign Out					

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
History	~	Completion Date (or anticipated *
rience	1	date)
	1	
tude	~	😫 Add 🏼 🍠 Clear

Enter the Completion date or the anticipated completion date.

		* GED 💽 High	School 🛛 No Diploma	
ion History	~	Graduation Date (or anticipat	ed 📃	
perience	~	date):	Month Year	
ces	1			
rpitude	~	🖶 🔬 dd 🖉 Clear		
oloyment Affidavit	~			A 69.0
al Questions	~			Continue

If you select High School the following screen appears:

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

Education H	isto	ry Degree Editor				
Applicant ID: 112584					Maria Jones	
tione	» «			✓ Ecom Data	v To Date	0 Records
My Profile	~	begree type		- TON DAL	IF to pare	
Career Opportunities	~	17 Edit				
Application	1					
Contact Origin	~	Add / Edit degree				
Personal Information	~	From Date:		* mmddyyyy		
Additional Languages	~	To Date:		* mmddyyyyr		
Certifications	~					
Licenses	4	GED High School No Diploma				
Work Experience	~	Completion Date (or anticipated	(тт-уууу)			
References	1					
Moral Turpitude	1	🖬 Add 🍠 Clear				
Pre-Employment Affidavit	~			the Continue		
Additional Questions	~					
Attachments	~			Support code: EducationHistoryDegreeEditor.jsp		
Submit Application						
Sign Out						

IT Business Systems Group July 2022

#### **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.

Education H	isto	ry Degree Editor							
Applicant ID: 112584						Marta Jones			
•	⊛ «	≡ University of Texas at El PasoE	I Paso, TX						1 Record
Home		Degree Type	Prom Date	To Date	Major	Major GPA	Minor	Minor GPA	
Hy Profile	~	BACHELORS	05-01-1978	05-10-1982	information Technology	3.8	Business	3.5	
Career Opportunities Application Contact Origin Personal Information Additional Languages Certifications Licenses	* * * * *	C Yee			◆ţ Çantinue				
Education History Work Experience References					Support code: EducationHistoryDegreeEdic	r, jup			

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

plicant ID: 112584				Maria Jones	
•	» «	Please enter all degrees or trade school certifications required as pe The minimum level of education required for the selected jobs is MA	r job description. Paraprofessionals are required to enter official colle ISTERS.	e transcripts and high school diploma or GED.	
iome		≡ Education History			2 Records
iy Profile	-	Institute Name	Degree Earned	Major Subject	Grad Date
areer Opportunities	~	University of Texas at El Paso	BACHELORS	information Technology	05-1982
pplication	/	University of Texas at El Paso	MASTERS	Business Administration	12-1986
Personal Information Additional Languages Certifications Licenses	~ ~ ~	🖸 Add 🛛 (2' Edit 👔 Delete	Confirmation	nue 🛉 Back	
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Personal Information Additional Languages Certifications Lencies Education History Work Experience References Moral Turpitude Pre-Employment Affidavit Additional Questions		C Add C Edit Debec	Confirmation Are you sure yo	went to delete this item?	

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.

gRcare 10: 112584		Haria bines
• ● ≪	Choose Experience Type	
ime v Profile v	Debtds fain frain Sector & Engenessa — (Sector & Annechator, Alaka, Support, Waintenano, Gotzdad, Had Server, Twequelation, etc.)     Sector Research Territories — (Princip, Institute Territor, etc.)     Debtds fain Sector Regiments — (Princip, Institute Territor, etc.)     Debtds fain Sector Regiments — (Princip, Institute Territor, etc.)     Sector Research Regiments — (Princip, Institute Territor, etc.)     Sector Research Regiments — (Princip, Institute Territor, etc.)     Sector Research Rese	R Score
Ners Experience Information Here Targitude, In-displayment Attitude Mathemetiks Mathemetiks Salemet Application op Out		Support unit Restfunctionality

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:	*[
Gity:	*
From Date:	* mmddyyyy
To Date:	* Presently Employed
	mmddyyyy
Supervisor First Name:	*
Supervisor Last Name:	*
Supervisor Phone:	* · · · ·
May we contact the supervisor at this	* Ves No
time?	
Person for Lawlers	
Reason for Leaving:	Characters remaining: 500 (500 max)
Ending Salary/Hourly Rate:	* 3
Job Description:	*
Charle to add multiple antrias	Multiple Folgla
uneux to data musople entities:	- multic crimes

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.

Vork Experi	ienc	2			
uplcant 10: 112584				Maria Zonez	
۲	<u>ه</u> «	E Work Experience			1 Named
Home	×	Experience Type	a Employer	From Date	To Date
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Career Opportunities	2	D Add (2 Edit B Delete			
Application	1				
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Personal Information	~				
Additional Languages	-				
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Work Experience	~				
References					
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Pre-Employment Affidavit					
Additional Questions					
Attachmenta					
Submit Application					
Sign Out					
Print					

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.

Work Experi	enc	2				
Applicant ID: 112584				Maria Jones		
۲	)» (ق	Work Experience				1 Record
Home	~	Experience Type	μ μ Εmployer	From Date	* To Date	
My Profile	~	Non-District Work Experience	AAA Beauty Supply	08-01-1978	[OPEN]	
Career Opportunities	~	🖸 Add 🕼 Edit 📋 Delete				
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Work Experience	~					
References	~					
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Pre-Employment Affidavit	~					
Additional Questions	~					
Attachments	~					
Submit Application						
Sign Out						
Print						

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.

References		
AppRox130: 112584		Nari Soni
• •	« @/	Al tead 3 references are regalated for the articular just
Home	1	
Ny Profile	12 R	uferences O facienda
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Application	1	
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Licenses		
Education History	1	
Work Experience	~	
References		Saaport volke References Jac
Maral Turpitude		
Pre-Deployment Attidavit		
Applant ID: 112881		Natalana
0 0	< Refere	
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Submit Application		Support code: Referenced/State / gr
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IT Business Systems Group July 2022

Begin entering your references.

References					
Applicant ID: 112584	at 20.1254 Nets Zone				
• •	Reference				
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Career Opportunities	/ First Name:	2 Very			
Application	<ul> <li>Last Narrie;</li> </ul>	<ul> <li>Arrisga</li> </ul>			
Contact Origin	<ul> <li>Title:</li> </ul>				
Personal Information	School/University/Company	AAA Bearty Supply			
Additional Languages	Country:	United States Of America     V			
Certifications	Zip:				
Licenses	Address Line 11	•			
Education History	Address Line 2:				
Work Experience	City:	•			
References	State:	Tools v			
Horal Turpitude	Phone:	• 913 - 555 - 6239 est			
Pre-Employment Affidevit	Email:				
Additional Questions					
Attachments					
Submit Application		Support Code: References/Billsr, pp			
Sign Out					
Print					

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					
AppRoved 107: 112584			Maria Jures		
	) «	Al test 3 references are related for the selected juin			
Home	4				
My Profile	~	2 References			3 Records
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Work Experience	9				
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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 Turpit	ude	Questions
Appikant ID: 112584		Res box
O	⊕ «	Heard Turphyte Questions
Home		Nore largeback tool and twinds for 1. Disboredy, fraud, deed, theft, memproveduality 2. Disboredy, interval acts, ball, we detected bit armsis or pathy the senal duries of the actory 1. Anter passesant, burndey, and, debibutory or complexy to passes, bender, etc.
Ny Profile	~	ery controlled solutions defined in Owner 41.0 of the feath and Sefety Colic's Ans conducting paties instruction, operating a noise vertice while under the influence of activity, or desiderly conduct, I ary two or more acts are converted within any 12-month percent, or 6. Acts conducting above under the Team
Career Opportunities	1	Tendy Cide.
Application	/	
Contact Origin	×	Here you now been wreated ar convicted at: (1) a fathery w; [2] a Class A or Data 3 whitemastery (2) a Class A or Data 3 w
Personal Information	~	
Additional Languages	č.,	Arrol for or conviction of a colore is net an advantice but to employment. The diricit all consister to reduce of the direct, pie tables of allower, and the reducionality between the offlense and the population for which you are applying.
Certifications	1	
Licenses		
Education History	- ĭ.	tern and Continuer of Book
Wack Experience	Ĩ.	
Actoresian	~	
Moral Turpitude		
Pro-Employment Alfidaya		
Aparbanal Questions		
Allacionaria		
SLOWIN Application		
Sign Out		
Print		

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 Tur	oitude	Questions
Applicant ID: 112554		Meis Jares
	• • «	Herel Turpticale Quantities
Home	1	Heart highlight Highlight (added bill in et Brieling bill): 1. Dobrech, Nock, Back, Bell, Hell, Heiley Responded bill weithers, 2. Distorer, view, or district All bill weithers and a state of relative 4. District and a state of relative 4. Distri
My Profile	~	any carefulded latitudes defined in Chapter 41 of the math and \$40x7 Cody; 5. Add constabuting pable velocitation, sporting a noter vehicle while and/or the relations of address, or alsophary, conduct, 7 any tips or more ach are committed whom any 12-month particity or 1. Add something above order the Total
Career Opportunities		Tenty Cola.
Application		
Cuntact Origin	~	New your loses and related or consistent while (1) a fullowy; or (2) a Cleax A or Cause & Introdementary (or, (2) + Cleax A consistence or constraint monthly main langestable?
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Additional Languages		Page produ dabate information.
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Macal Turpitude		Sive and Contracts
Pre-Diriptoyment Affa	Sevil.	
Additional Questions		fuquer t anise: Meral Transform, fup
Atlachments		
Submit Application		
Sign Out		
Print		

If you answer no, you can save and continue.

Voral Turpitude Questions				
Applicant ID: 112584	Real June			
© ©	Konst Tarphote Questions			
Home	Novel beginder beskelse hat is nut instal tim 1; 2ubranity, baud, doord, hulb, minespectratizing; 2. Salikatora oidence; 3. Salikatora oidence; 3. Salikatora oidence; 3. Salikatora oidence; 3. Salikatora oidence; 4. Salikatora oidence; 5. Salikatora oidence; 3. Salikatora oi			
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Contact Origin				
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Work Experience				
References	x Support Code: Wardfreebuds.jpr			
Moral Turpitude				
Pre-Employment Athland				
Attachments				
Submit Application				
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## **Pre-Employment Affidavit**

Pre-Employment Affidavit				
Applicant ID: 112584	Mailaines			
• •	K Pre-Employment Affidavit for Applicants			
Home	<sup>24</sup> Tar purpose of this effective:			
My Profile	V Adjudication and constraine only to a carrier formation of a second second constrained and a second constrained and a second constrained constrai			
Career Opportunities	2 Despressional evidence formation or per an examination of per per advantants in equiparties in terms per advantants in equiparties in terms per advantants in terms per a			
Application	Index the following:     There expended with, adjustate file, or convicted of hereina entracomposite relationship with a verse.			
Contact Origin				
Personal Information	I are consistential and a second and a se			
Additional Languages				
Certifications	y 📄 or conviction was determined to to team at the following are at relevant fields pertaining to the dwarps, education or conviction:			
Licenses	Declaration of Applicant			
Education Militory	The following affairst is offered to satisfy the regenered of Texas Education Code section 22.000 for a pre-employment affairst, in accordance with Texas Cold Inscises and Remedies Code section 122.001. An applicant who is offered employment range to asked to complete a reduced affairst attacting to be same.			
Work Experience	The second se			
References				
Moral Torpitude	Save and Continue Physics			
Pre-Employment Affidavit	Automatical Statement Block In			
Additional Questions	dappers and the constraint of			
Attachments				
Schmit Application				
Sign Out				
Print				

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.

care 10) 112594			Haria Sanes	
•	€	Additional Questions		
ome	4	Have you over boot wheat to reason?	* () via () lie	
ly Profile	~			
areer Opportunities	~	The second second and the Mann Densel conduction of herein a second of finite Table 2014	*Owo 0	
oplication	1	Land And som press heren all entdational hardmann in enter relationen und historial.		
Contact Origin	1			
Personal Information	~	Have you over summitted a loading certificate/methal/suma/permit, or had one denied, revoked or suspended, or is any messilipation or adverse action rew pending against yos?	· · · · · · · · · · · · · · · · · · ·	
Additional Languages	~			
Cartifications	4	Have you over been dianeseed/hore employment with a school system?	* ○ Yea ○ ND	
Licenses				
Education History	$\sim$	the you or your spouse have any relatives employed by the fit Peace Independent Schuld Debrit?	* Vias 10	
Work Experience	4			
References	~	Are you or your spouse indeed to any member of the fit fees independent School District Based of Texabase or the Superintersheeld?	* () 194 () 107	
Moral Turpitude	×			
Pre-Employment Alfidevit	a.	Ears a	ed Continue 🔶 Back	

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

Additional Questions				
Applicant ID: 112534		Maria Denes		
• • •	Additional Questions			
Home	Have you oner basin asked to maign?	* • vn () m		
Carper Oppertunities				
Application /	Prese privide details.	Chancies senarmi, 100 (100 mar)		
Contact Origin 🧹				
Personal Selemation	Have you ever been placed on disciplinary probably or been suspended from any postbur?	* (i) Yes () No		
Additional Languages				
Licenses	Peace provide details.	Connection services 500 (500 men)		
Education History 🤟				
Work Experience	Have you over sumendaned a teaching certificate/outderHat/leane/permit, or had one denied, revelued or suspended, or is any investigation or adverse action now pending against you?	* 💽 Yas 💭 Ro		
References				
Pre-Employment Attideut	nene jalvas unen.	Chanden inmaining: 103 (100 mai)		
Additional Questions 🧹				
Attachments	Here pay ever been dismissed from simplicyment with a school system?	* (i) Yin () No		
Sign Dut	Press multi-details.			
Print		Curates emeiong: 501 (100 me)		
	Do you or your special have any relatives amployed by the El Pase Independent School District?	* • •• •• ••		
	Prese fatte			
		Countern remaining: 303 (300 mar)		
		te o		
	Are you or your updees mixed to any member of the fit Rein Endependent School Statest Sound of Trustees or the Superintendent?	• Yes ( ) Hit		
	Rease specify the relationship to the individual.			
		Orandon innumny 300 (300 mer)		
	Bave and Co	othue 🌳 Back		

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.

Pre-Employn	nen	t Affidavit
Applicant ID: 112181		Real block
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Home	1	Ver propose al the Alfaett
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Antication	1	Leasan the fallowing:
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Lizerses		constant statement mark (mark and )
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Work Experience		In calculate we associated in a Market Law for the formation of the calculation of the
Beberercas	1	Declaration of Applicant
And Martin Street Street	1	The Releving affained is affined is safely the requirement of Tests Education Cade section 21.009 for a promotyleyment affiliarit, is accordance with Tests Cad Section 232.001, An applicant who is affined employment and additional datasets datasets to be sense.
Plate largetable		
Pre-Employment Affidavi		I distant under posity of prepry that the foregoing is free and constant
Additional Questions	4	give and Contrive 64 Bach
Allashments		
Submit Application		Support curley (Pertinalityment-Allilan), jus
Sign Out		
Print		

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.

Pre-Employr	men	t Affidavit				
AppRox.0.10: 112584		Nations				
۲	• «	Pre-Employment MHsterlife Applicants				
Hone	2	For porpose of this affidast:				
My Profile	4	Adjudication and connections with to a conviction, peak of quilty on a contractivity, peaked on automativity, peaked on automativity, peaked on automativity, peaked on automativity, peaked on automativity and peake				
Career Opportunities	~	Enappropriate relationship refers to the other of improper relationship bateness educator and student in Tenas Funal Code section 21, 12, and any other impropriate relationships as determined by the State Board for Educator Certification.				
Application	/	Takalare the Materiagi - There memory here charged with, adjudated for, or carevised at Newlog as Pragarspaties relationship with a minor.				
Contact Origin	4	There have during with, adjudicate for or convicted of having an macroscopies multiplicity of the amount. The during, adjudication,				
Personal Dritemation	×.	ter standard was and another than the standard and a standard and the				
Additional Languages	1					
Certifications	~	C) a reaction da secondario de TTL (or research de la conditional de la real de la condition).				
Licenses						
Education History	1	INDEXES NUML Constitute remaining: 1024 (2020) Anal				
Work Experience	4					
References	~	Declaration of Applicant				
Horal Turpillude	-	The subanty answer is antered to weakly the requirement of texas councils. Later in a pre-implement and area converted with related on matching and represented councils and represent Local action				
Pro-Employment Affiday	vit 🗸	★ Education studies providely of prepary that the foregoing to focus and carrent.				
Additional Questions	~	gave and Continue 🛛 🔶 Back				
Atlachments						
Sclanit Application		Support cable Pedforgispress/Miller-Spe				
Sign Out						
Frint						

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**

Additional Questions			
Applicant ID: 112592			Camila Short
	•	«	Additional Questions
Home			Have you ever been asked to resign? To
My Profile		~	
Career Opportunities			Neve you ever been placed on disciplinary probation or been suspended from any position?
Contact Origin		/	
Personal Information		/	Have you ever surrendered a tasching certificate/credential/license/permit, or had one denied, revoked or suspended, or is any investigation * 💦
Additional Languages			or adverse action now pending against you?
Certifications		-	
Education History			Have you ever been dismissed from employment with a school system? * Yee No
Work Experience			
Moral Turpitude			Do you or your spouse have any relatives employed by the El Paso Independent. School District? * Ves No
Pre-Employment Affid	lavit		10-0-
Additional Question	Additional Questions		Are you or your spouse related to any member of the El Paso Independent School Dutrict Board of Trustees or the Superintendent? • Ves No
Attachments			Save and Continue 🏼 🏟 Back
Submit Application			
Sign Out	Sign Out		Support code: AdditionalQuestions,jup
Print			

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

Attachments						
Applicant ID: 112584					Maria Jones	
() (	) «	You may attach documents to your application. Documents you may want to attach include resuma, certificate, letter of reference, etc. This is of your of documents that may be attached are shown on the screen in a drop down list of attachment types. Poses only attach documents that are used to be attached and the screen in a drop down list of attachment types. Based off the Career Opportunities that you have selected, the following attachments types are required in order for you to submit your application:				
My Profile	~					
Career Opportunities	~	AEL/ILD CERTIFICATION - Require RESUME - Required Attachments	red Attachments 1			
Application	1	SBEC CERTIFICATION - Required	Attachments 1			
Personal Information	1	Attachments				0 Records
Additional Languages	~	Name	<sup>×</sup> File Type	Contervention Date Uploaded	Attachment Type	
Certifications	1	Add View Attach	ment 📋 <u>D</u> elete			
Education History	~				_	
Work Experience	~			Conținue	jack	
References Moral Turnitude	~	Support code: Attachments.jp				
Pre-Employment Affidavit	~					
Additional Questions	~					
Attachments Submit Application	~					
Sign Out						
Print						

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

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

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.

Attachment		×
File:	* Choose File No file chosen	
Attachment Type:	*	~
	🖞 O <u>k</u> 🗶 <u>C</u> ancel	

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.

Attachments						
Applicant ID: 112584				Maria Jones		
Home     My Profile     Career Opportunities     Application	) « / / /	You may althch documents for your application. Documents you may a fine list of types of soluments bina may be atticked are shown on the Plesse only stash documents link are in POF or Word format. Based of the Carrer Opportunities shat you have selected, the followin AEU/LID CERTIFICATION - Required Attachments 1 ESUME - Required Attachments 1 SERC CERTIFICATION - Required Attachments 1	wit to attach include resume, certificate, letter of reference, etc. coreen in a drop down list of attachment types. In gattachments types are required in order for you to submit you	ur application :		
Contact Origin	Ť	Attachments				d Damada
Personal Information	ž	Name	File Type	Date Uploaded	Attachment Type	4 Records
Additional Languages	~	T TESS Certification - TEST.docx	Unknown	07-06-2022	T-TESS CERTIFICATION	
Certifications	~	SBEC Certification_Test.docx	Unknown	07-06-2022	SBEC CERTIFICATION	
Licenses		Resume_Test.docx	Unknown	07-06-2022	RESUME	
Education History	1	AEL_ILD Certification_TEST.docx	Unknown	07-06-2022	AEL/ILD CERTIFICATION	
Work Experience	~					
References	~	Li Add View Attachment				
Moral Turpitude	~					
Pre-Employment Affidavit	~					
Additional Questions	Support code: Attractments to					
Attachments	~					
Submit Application						
Sign Out						
Print						

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.

Attachments						
Applicant ID: 112584	apitant ID: 112554 Maria Janes					
• Home	© «	You may attach documents to your application. Documents you may want The list of types of documents that may be attached are shown on the scre Please only attach documents that are in PDF or Word format.	to attach include resume, certificate, letter of reference, etc. en in a drop down list of attachment types.			
My Profile Career Opportunities	7	Based off the Career Opportunities that you have selected, the following a AEL/ILD CERTIFICATION - Required Attachments 1	Based off the Career Opportunities that you have selected, the following attachments types are required in order for you to submit your application: AEU/LD CERTIFICATION - Required Attachments 1			
Application	1	RESUME - Required Attachments 1 SBEC CERTIFICATION - Required Attachments 1 T-TESS CERTIFICATION - Required Attachments 1				
Personal Information	7		File Type	👋 Date Uploaded	Attachment Type	1 Record
Certifications	~	T_TESS Certification - TEST.docx	Unknown	07-06-2022	T-TESS CERTIFICATION	
Education History Work Experience	<i>y y</i>		Cont	tinue 🏟 Back		
References Moral Turnitude	× ,		Support o	ode: Attachments.jsp		
Pre-Employment Affidavit	~	Confirmation X Are you want to delete this Attachment?				
Additional Questions Attachments	~					
Submit Application			O Yes X N			
Print						

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 <u>not</u> agree to the above statements, this application will be deleted.



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

Submit				
Applicant ID: 112592		Camile Short		
• (	• •	Email functionality is currently disabled for this system. Application has been submitted but no confirmation email will be received.		
Home My Profile	1	Application Submitted		
Career Opportunities	1	Dear Camila Short,		
Application	1	This completes the application process. Thank you for applying with the El Paso Independent School District. Please keep your application up to date.		
Personal Information	~	Lot Beform to Job Selection		
Additional Languages	~			
Certifications	1			
Education History Work Experience	2			
References	~			
Moral Turpitude	~	Support coder: Submitted Jup		
Pre-Employment Affidavit	~			
Additional Questions	1			
Submit Application	~			
Sign Out				

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
🖒 <u>R</u> egister	🖒 Sign-in
	If you do not remember your user ID and Password click here.
Ins	structions
Please write down and store your User ID and Passw application if you log out and do not remember this ir	ord in a safe place. You will not be able to access your nformation.
Please write down your hint question and answer and password will be sent to that email address if you for	l provide an active email address in your application. Your get your password.
If you are a new applicant and are interested in applying fo follow the simple steps below. Our online application "wizar will be displayed along the left side of all screens and will ke	r a position with the El Paso Independent School District, please d" will walk you through the process step-by-step. A navigation bar eep you informed of your progress.
▹ The current page will be highlighted.	
<ul> <li>As you complete each page, that page label will be annot</li> </ul>	ated with a "checkmark" icon.
<ul> <li>Incomplete pages will be annotated with a "checkmark &amp;</li> </ul>	pen" icon.
You may also use the navigation bar at the left of the scree However, the data you enter on each page of this online ap at the bottom of each page. If you jump to the navigation b that page will NOT be saved.	n to quickly jump to specific sections of the online application. plication will only be saved when you click the "CONTINUE" button par before completing a page, any information you have entered on
Click on this icon 🗹 if you need more space while type	ing.
1. Register - Create an Account	
Registering allows you to establish your User ID and Passwo Online Application, or you may leave the site and return lat	ord. Once your account has been created, you can complete the er to update the details of your application, add attachments, and
The first thing after you login will be to UPDAT button.	E or REMOVE your Application. Select the appropriate
Applicant Maintenance	
Applicent ID: 112592	Cernie Short
Applicant Maintenance Would you like to update your spop	ication or remove yourself as an Applicant with the District?
Up+	

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.

plicant ID: 112592	Camila Short
⊕ ⊛ ⊲	In order to simplify use starts for job opportunities within our school district, we have organized our posted job opportunities under the Career Area is tab below. When you select the Career Area is which you are interested, you will be presented with a list of those job opportunities under the Career Area is tab below.
Home v	Select a Career Area:
My Profile ∽	Coreer Area:
areer Opportunities	Administrative Professional You have selected: Assistant Superintendent Schools - 1668
iign Out	Campus Leadership
rint	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
	Probability Connect

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		Canila Shut		
	• • «	Back to Career Areas Save Changes		
Home	1	Opportunities in Administrative Professional		
My Profile Assistant General Counsel Job Description Posting ID: 1510 Organization: 725-Legal Postino Closes: Open Until Filed		Assistant General Coursel Job Description Posting ID: 1310 Organization: 723-Logal Posting ID: 1310 Organi		
Career Opportunitie	s	V Assistant Superintendent Schools Job Description Posting ID: 1668 Organization: 805-Secondary Schools Division Posting IC: Solution Posting ID: 1668 Organization: 805-Secondary Schools Division Posting ID: 1068 Organization: 805-Secondary Schools Division		
Career Assessment	Questions	Assistant Superintendent Student Services Job Description Posting ID: 1524 Organization: 731-4dministration Position Closes: Open Until Filed		
Sign Out		Chief Academic Officer Job Description - Posting ID: 1456 Organization: 001-Curriculum & Instruction Postion Closes: Open Until Tilled		
Print		Chief of Organizational Transformation and Equity Job Description Posting ID: 1438 Organization: 714-Office of Org Transf and Equity Position Closes: Open Until Filed		
		Director Counseling & Advising Job Description Posting TD: 1856 Organization: 841-Counseling & Advising Position Closes: Open Until Filed		
		Director Counseling & Advising		
		Education Diagnostician Job Description Posting ID: 1021 Organization: 8224-Spec Education - Pos at Schools Position Closes: Open Until Filled		
		LSSP MA/Eds Job Description Posting ID: 856 Organization: 822-SpecialEd MieldhServices Center Position Closes: Open Until Filled		
		Speech Therapist (Certificate Clinical Competence) Job Description Posting 1D: 969 Organization: 822A-Spec Education - Pos at Schools Position Closes: Open Unit) Filed		
		♦ Save Changes		

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

Select a Job Category				
Applicant ID: 112592		Camila Short		
Image: Career Opportunities     Image: Career Assessment Questions	Section to simplify your area for job opportunities within our solval 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     Section Career Area     Section Career Area     Career			
Sign Out Print	Clerical       Custodial Operations       Food Service       Information Technology       Paraproficacional       Teacher Career & Tech Ed       Teacher High School       Substitute Area:       Substitute Campus Administration       Substitute Campus Administration       Substitute Losseed Professional       Substitute Teacher	Notice     ×       Notific: Please be aware that if you make any update to the Curre Opportunities approximation and select the Submit buttom, you will not be considered for any new opportunities you may have selected.     •		

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.

Submit		
Applicant ID: 112592		Camila Short
	) «	🕥 Email functionality is currently disabled for this system. Application has been submitted but no confirmation email will be received.
Home	~	
My Profile	~	Application Submitted
Career Opportunities	~	Deer Camila Short,
Application	~	
Contact Origin	~	This completes the application process. Thank you for applying with the El Paso Independent School District, Please keep your application up to date.
Personal Information	1	Exit Return to Job Selection
Additional Languages	1	
Certifications	~	
Education History	~	
Work Experience	~	
References	~	
Moral Turpitude	~	Support code: Submitted.jsp
Pre-Employment Affidavit	1	
Additional Questions	~	
Attachments	~	
Submit Application	~	
Sign Out		
Print		

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.

#### The following screen will appear:

. 1	https://teams-u	a.episd.org/submission/ApplicantDetailAct	_		×
A	Not secure	https://teams-ua.episd.org/submissio	n/App	licantD	etai
Proce	essing report Id	12295188			
The n	eport will be <mark>d</mark> ispla	ayed in this window when complete			

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

1 / 4   − +   ♦ ± ↔	
1 / 4   - +   $\diamond$ ± $\bullet$	
1 / 4   - +   5 ±	
Human Resources - Applicant Detail	
Human Resources - Applicant Detail	
Human Resources - Applicant Detail	_
Human Resources - Applicant Detail	
Name Excel Carrila	
D: 112592	
Attan Henree. No Other Names Found	
Context Information:	
AGUIRAS. Ebons. Current Address 19375 Vacament Hora 1919 ASS. astro	
EL PASO, TX 70802 Work (915) 779-9876	
US Cell (915) 230-9878	
Email:	
Transie Cartangente Lan	
No Previous Residences Found	
Cardiat Organ	
Decimal Informations	
Agreed to a Chrimit Hatiny Check?     Y	
2. Any you a manufactor fragmentary bases of second (1972) N	
4. Are you legally authorized to leark in the U.S.? Y	
5. Ana you retried from any other achool ayatem? N	
6. Ana you retired with the Teacher Retirement System (TRS) of Teace? N	
. Der wir sensek mei wei wite in English? Y	
Have you been previously employed by this actuol diabits?     N	
10. Have you contributed to the Teacher Referenced System of Texas (TRS)/ N	
11. Have yes ever been insolutianty terminated from another school district? N	
13. Submission Agreement? Y	
Tailes. Enders IC.	
Assistant Supermandent Schoole 1008	
Pace 1 of 4 Pace 1 of 4	

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