

# Sedro-Woolley School District

## FastTrack Application Instructions

**Step 1:** View the Position Listing to view all open positions. If you have already applied for a position and want to access your profile, enter your username and password then click on “Log In”. If you forgot your username or password, click on “Forgot your username/password?” to have an email sent to you with your information. This email will go to the email you originally set up when you created your login. (Note: the District cannot access user names or passwords).

The screenshot shows two main sections. On the left, 'Search Current Job Openings' features a magnifying glass icon and a link: 'Click to view current job openings'. On the right, 'Existing Applicants Please Log In' includes a person icon with a clipboard, instructions to log in with a username and password, and input fields for 'Username:' and 'Password:'. A 'Log In' button and a link for 'Forgot your username/password?' are also present.

Check the checkbox of the position you want to review and click on “View Details of Highlighted Position.” At this step you also have the option to apply for the position without reviewing it.

Apply	Category	Position Description	Assignment Description	Location	Department	Application Deadline	Group
<input type="checkbox"/>		CERTIFICATED	27 Teaching	EVERGREEN	ES-1ST GRADE	04/02/2014	

Additional interface elements include 'Update Job Filters', 'View Details of Highlighted Position', 'Apply for Selected Position(s)', and 'Log In' buttons.

**Step 2:** Apply for the position or review the position listing. The position listing will give you a preview of the questions included in the online application. When you’re ready to being the online application, scroll to the top of the page and click on the “Apply for Position” button.

**Step 3:** Create an account (First Time Only) you will need an email address and password to access the online application. After you click on Apply for Position, you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with the Sedro-Woolley School District check the box that says “I Would Like to Create a New Profile,” enter your information, then click on “Create Profile.”

**\*\*Please make a note of your username and password as you will need it to access your applicant profile in the future.**

The screenshot shows two sections. The top section, 'Existing Users Please Log In', has input fields for 'Username:' and 'Password:', a 'Log In' button, and a link for 'Forgot your username/password?'. The bottom section, 'New Users Please Create a Profile', includes a checkbox for 'I Would Like To Create a New Profile' and input fields for 'Your Email Address:', '\* Your First Name:', '\* Your Last Name:', '\* Your Username:', '\* Your Password:', '\* Re-Enter Password:', '\* Your SSN:', and '\* Re-Enter SSN:'. A 'Create Profile' button and a 'Back' button are also visible.

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**Step 4:** You are ready to begin your online application. There are 10 sections of the application to complete. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed.' When all sections are marked 'Completed', you may submit your application to Human Resources at the right. Once your application has been submitted, you may log back into your profile and make updates to the application until the closing deadline. \*\*Your application is automatically saved as you enter data. If you cannot complete your application all at once, just click the "Return to Profile" button to see that your information for that application was saved and then click on "Log Out." When you want to return to finish, just log back into the system with your username and password.

**Application Dashboard**

**Job Listing**

Listing ID: 140221001	Location: EVERGREEN	Type: Part Time
Position: CERTIFICATED	Dept: ES-1ST GRADE	Deadline: 04/01/2014
Assignment: 27 Teaching	Group:	Appl. Status: Submitted

[View Details Of This Job Listing](#)

This position has 10 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information	Completed	Edit
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Certifications/Licenses	Incomplete	Add
Employment History	Incomplete	Add
Skills Questionnaire	Incomplete	Add
General Questions	Incomplete	Add
References	Incomplete	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add

We reserve the right to modify the details of a position posting at any time. The Sedro-Woolley School District is an equal opportunity employer. The District shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, sex, age, creed, religion, color, national origin, ancestry, marital status, sexual orientation, gender expression or identity.

For more information on how to apply for positions, please review the Frequently Asked Questions (FAQs) on the website <http://www.swsd.k12.wa.us/domain/24>. If your questions are still not answered, please feel free to contact us.

Rhonda Huggins, HR Secretary  
Phone: 360-855-3576  
Email: [rhuggins@swsd.k12.wa.us](mailto:rhuggins@swsd.k12.wa.us)