

Application Procedures for NEW Teacher — Professional — Paraprofessional Applicants

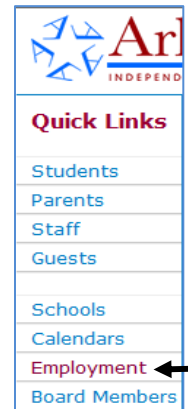
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Application Procedures for NEW Teacher — Professional — Paraprofessional Applicants

Users are able to apply for jobs ANYWHERE they can access the internet.

Accessing Website

To begin the online Application process, go to the AISD home page (www.aisd.net) and click the **Employment** link located on the left column of the page.



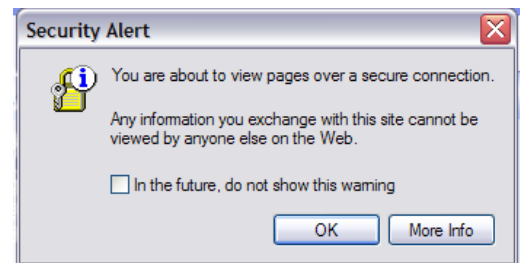
Job Openings

The Human Resources page will open with current news and numerous links. (Please notice the times this system will be off line for maintenance.)

The District's open positions can be located in the section titled **Current Job Openings** on the left column of the page.

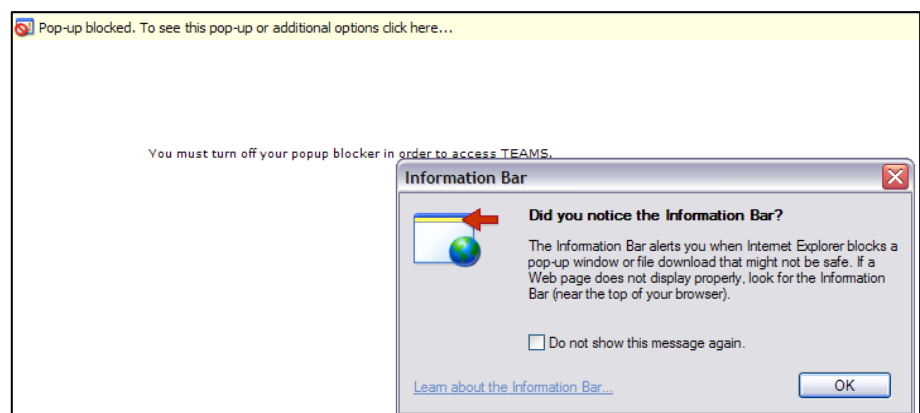


You may receive a Security Alert window. Click **OK**.

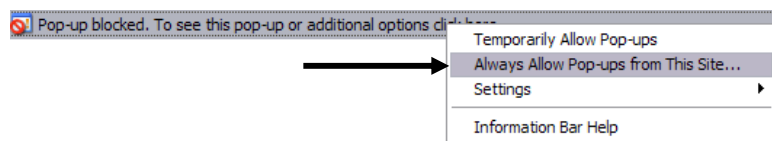


You must turn off your pop-up blocker to work in TEAMS. If you get the window seen on the right, click **OK**.

You must then click the **Pop-up blocked** line located at the top of the window.



Select **Always Allow Pop-ups from This Site...**



Selecting the **Current Job Openings** link will open the District's **Job Posting Catalog**.

The District accepts applications for **Posted** positions, such as, Administration, Principal, Technology, Secretarial, Professional, Custodial, etc., **as positions become vacant**.

The District accepts applications year round for **Pooled** positions, such as, Teachers, Classroom Assistants, Food Service, Cafeteria Monitors, Maintenance, Bus Drivers, etc.

The number next to each Job Category represents how many openings there are for that category.

Job Categories | Jobs | Posting

Job Categories

Arlington
INDEPENDENT SCHOOL DISTRICT

Welcome to the Arlington Independent School District job posting catalog. Please select a job category below. For certain areas, we accept applications year round i.e. Teacher, Classroom Asst, Custodial, Food Service, Maintenance etc. In other areas, we will post a job posting as positions become vacant i.e. Administrative, Principal, Technology, Secretarial, Professional etc.

Pooled:

- ⊗ Athletic Coaches - 4
- ⊗ Classroom/Administrative Aide - 0
- ⊗ Elementary Teacher - 0
- ⊗ Food Service/Cafeteria - 0
- ⊗ Librarian - 0
- ⊗ Nurse - 0
- ⊗ Professional or Administration - 0
- ⊗ Reassignments - 0
- ⊗ Secondary Teacher 7-12 - 0
- ⊗ Security - 0
- ⊗ Special Projects - 0
- ⊗ Student Worker - 0
- ⊗ Substitute - Classroom Assistant - 0
- ⊗ Substitute - Clerical - 0
- ⊗ Substitute - Nurse / Librarian - 0
- ⊗ Substitute Teacher - Degreed - 0
- ⊗ Substitute Teacher - Non Degreed - 0
- ⊗ Summer Job Opportunities - 0
- ⊗ Teacher/Clinic Assistant - 0
- ⊗ Transportation - Bus Driver - 0
- ⊗ Warehouse - 0

Posted:

- ⊗ Administration - 3
- ⊗ Campus Technology Personnel - 0
- ⊗ Curriculum and Instruction - 0
- ⊗ Custodian - 0
- ⊗ Food Service - 0
- ⊗ Maintenance - 1
- ⊗ Paraprofessional - 0
- ⊗ Professional - 3
- ⊗ Secretarial/Clerical - 0
- ⊗ Technology - 1
- ⊗ Transportation - 0

[Fill Out Application](#)

Click the desired **Job Category** from either list.

Select the **Posting ID** number to see details relating to specific positions.

Job Categories | Jobs | Posting

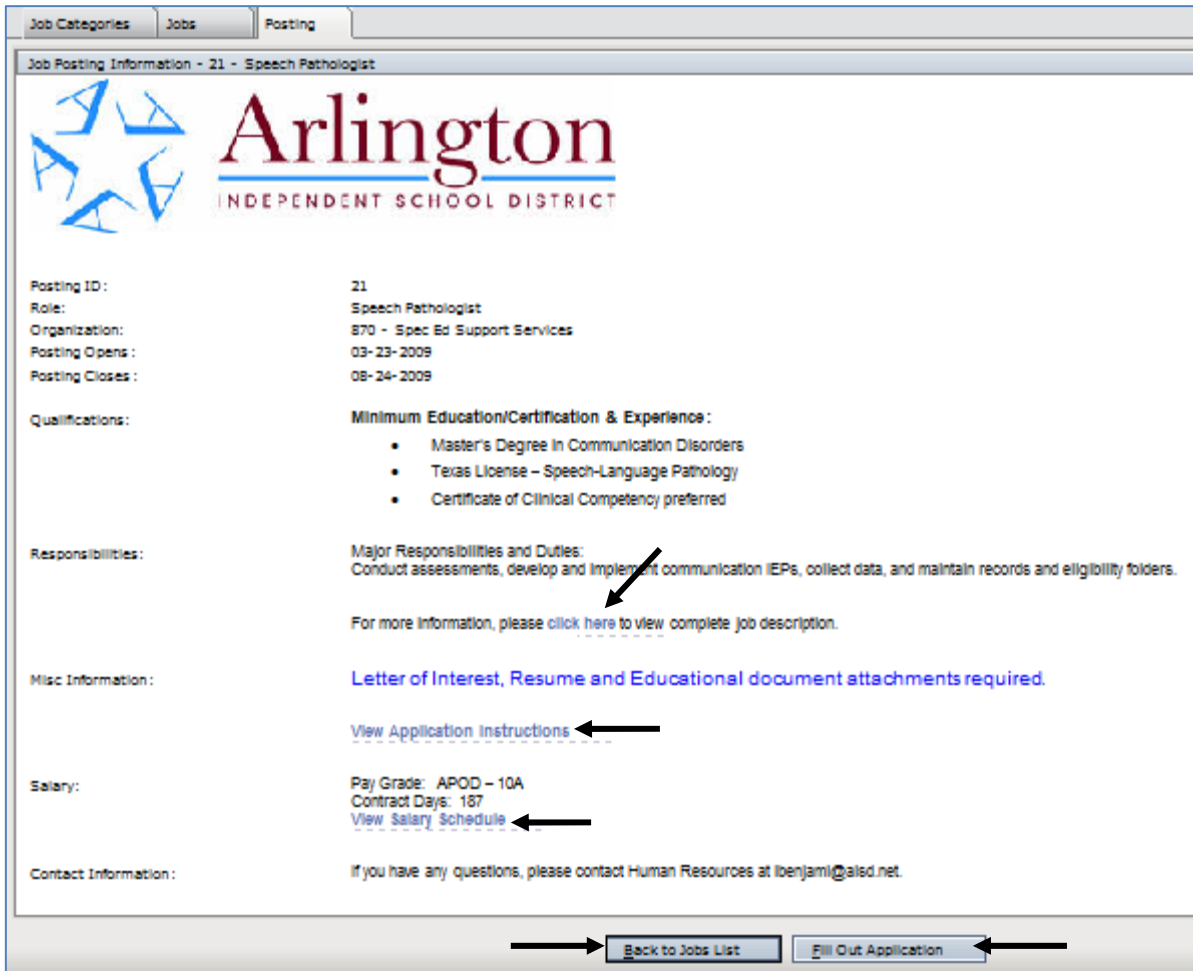
Jobs in Professional

Posted Position	Posting ID	Organization	Application Deadline
Help Desk Specialist	43	Technology Support	05-05-2009
Speech Pathologist	21	Spec Ed Support Services	08-24-2009

[Back to Job Categories](#) | [Fill Out Application](#)

Below is the **Job Posting Information** for the Posting ID selected above.

Notice the links to view **Complete Job Descriptions**, **Application Instructions** and **Salary Schedules**.



To continue, click the appropriate link at the bottom of the **Posting** page.

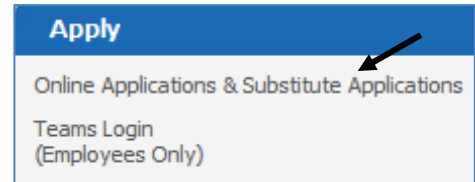
Although some job categories are in the **Pooled** list, there will be specific details on the Jobs and Posting pages.

The **Substitute Positions** link takes applicants directly to the **Starting Application** process.



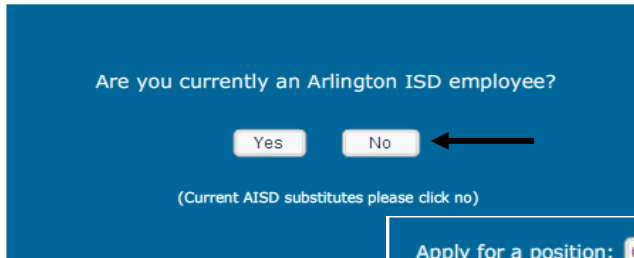
Online Information

One method for starting the Application process is to access the application from the **Openings** section described above. You can also access the application by selecting the **Online Applications** link in the section titled **Apply** on the left column of the page.

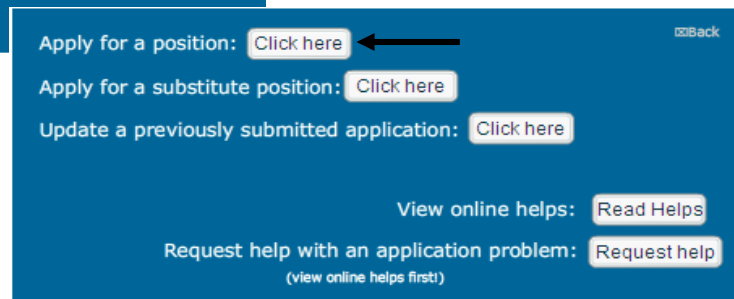


Starting Application

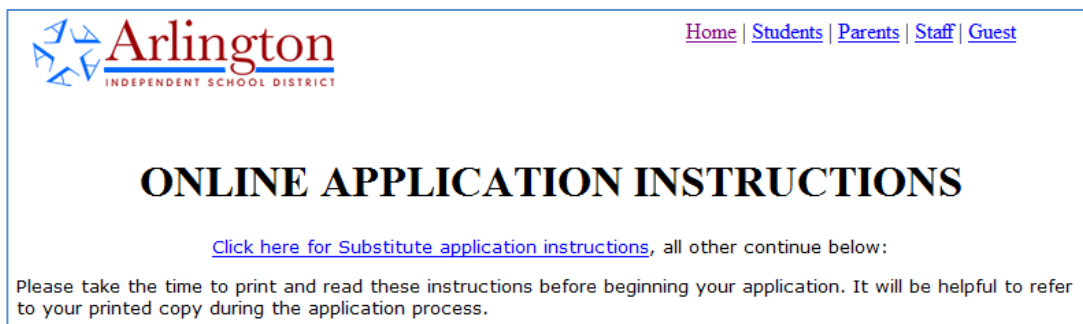
The next window to open asks if you are currently an Arlington ISD employee. Click **No**.



Select **Click here**, next to **Apply for a position**.



The Online Application Instruction page will be displayed. If a printer is available, you should print and read these instructions **BEFORE** you begin your application.



Notice the table of **required** attachments pertaining to specific positions. For instructions detailing with how to add attachments, please see page 18 of this document.

Para-Professional	Teacher/Coach	Professional & Administrative	Auxiliary
High School Diploma or GED	Teaching Certificate	Mid Mgt. Certificate	License (if applicable)
College Transcript (if applicable)	College Transcript	College Transcript	Driver's License (if applicable to position)
Letter of Interest	ExCET/TEsES Scores	License (if applicable)	
Résumé (Optional)	Résumé (Optional)	Résumé (required)	

If you do not have a copy of your teaching certificate, please see page 20 of this document.

Click **CONTINUE TO APPLICATION** at the bottom of the window.

- This process will take about 30 minutes for most applicants.
- You do not have to complete it in one session.
- Once you have completed the Registration process, your incomplete application will be saved. You may exit the online application and return to complete it at a later time.
- **Note: incomplete applications will only be saved for 72 hours.**
- The TEAMS system has a two-hour on-screen time limit. If you do not complete your application within that time frame, all information will be lost. Be sure the time-out feature on the computer you are using is set beyond two hours, as well.

[VIEW CURRENT JOB LISTINGS](#) or

[CONTINUE TO APPLICATION](#)

ARLINGTON ISD IS AN EQUAL OPPORTUNITY EMPLOYER

[About AISD](#) | [AISD Intranet](#) | [SEMS](#) | [ERO](#) © AISD

Arlington Independent School District | 1203 W. Pioneer Pkwy | Arlington, TX 76013 | 682-867-4611

Registering


Click **New Applicants** to register and begin your application.

Click on **Registered Applicants** if you are updating an incomplete or previously completed application. If you previously submitted an application for a different job, you will use the Registered Applicant link to apply for a different job.



Login Information

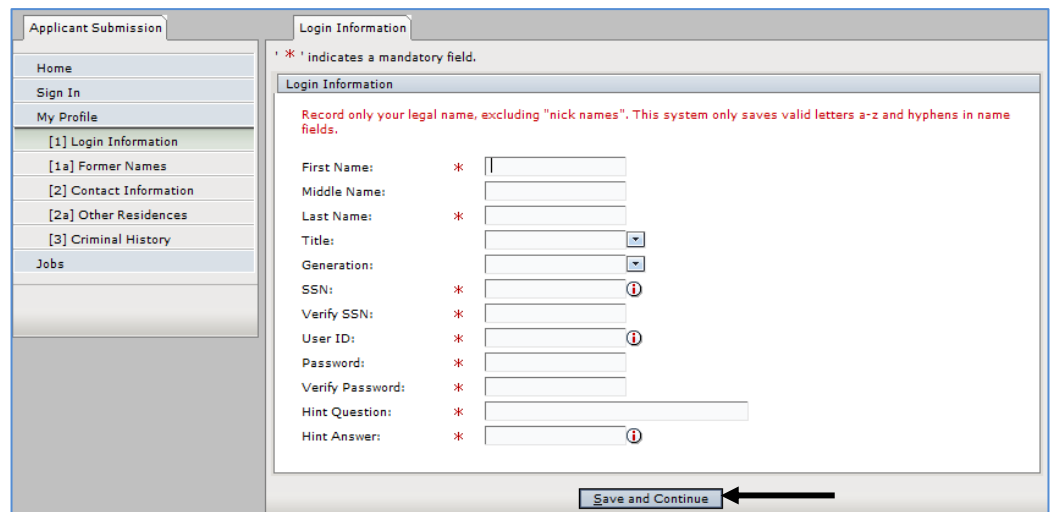
Fill out ALL fields. Note specific instructions in red type.

For further explanation of certain fields, place your mouse over the icon. 

Yes, you must provide your Social Security Number. Include the dashes. (Ex. 123-45-6789)

The User ID and Password are your choice. Choose something you can easily remember. You may use up to thirty-two (32) letters and characters, including spaces.

When completed, you must click **Save and Continue** at the bottom of the window.



Former Names

If you are not known by any other name, leave the box checked stating *"I am not known by any other names:"*. Click **Save and Continue** at the bottom of the window.

If you have been known by any other name, first, middle or last, uncheck the box stating *"I am not known by any other names:"*. Fill in ALL fields. Click **Add**.

If an incorrect name shows in the **Other Names** field, you may edit or delete that name by selecting that name then clicking **Edit** or **Delete**. You must click **Save and Continue** at the bottom of the screen.

The screenshot shows the 'Former Names' section of an application form. On the left is a navigation menu with 'My Profile' expanded to show '1a] Former Names' selected. The main form area has a tabbed interface with 'Former Names' active. It contains a question 'Have you had former names?' with a checked checkbox 'I am not known by any other names:'. Below is an 'Add/Edit Former Names' section with input fields for 'First Name', 'Middle Name', and 'Last Name', each with a red asterisk indicating it is mandatory. There are 'Add' and 'Clear' buttons. Below that is a table of 'Former Names' with columns for 'First Name', 'Middle Name', and 'Last Name'. The table is currently empty, with a 'record count: 0 of 0' and 'Edit' and 'Delete' buttons. At the bottom right, there are 'Save and Continue' and 'Back' buttons. Arrows point from the 'Add' button in the table section and the 'Save and Continue' button.

Contact Information – Fill out ALL the fields.

Some fields are drop-down menus. To access the list, click on the arrow at the end of the field.

If you are moving in the near future, please provide that information.

If possible, please provide an email address which will be used to send a confirmation notice that your completed application has been received.

After filling in all information, you must click **Save and Continue**.

The screenshot shows the 'Contact Information' section of an application form. On the left is a navigation menu with 'My Profile' expanded to show '2] Contact Information' selected. The main form area has a tabbed interface with 'Contact Information' active. It contains a question 'How can we contact you?' with a radio button selected for 'Zip Code/Postal Code'. Below are input fields for 'Zip Code', 'Address Line 1', 'Address Line 2', 'City', 'State' (a drop-down menu showing 'Texas'), 'Email', and 'Verify Email'. There are also fields for 'Home Phone', 'Work Phone', and 'Cell Phone'. A note states: 'If you will be moving in the near future, please provide us with a future (permanent) address at which we may contact you after the specific date. Please note that if the future information you provide us is the same as your current one it will not be stored. If you plan to move, please give us your new contact information.' Below this is another set of input fields for 'Zip or Postal Code', 'Zip Code', 'Effective Date', 'Line 1', 'Line 2', 'City', 'State' (a drop-down menu), 'Email', and 'Verify Email'. At the bottom right, there are 'Save and Continue' and 'Back' buttons. An arrow points to the 'Save and Continue' button.

Other Residences

The **Other Residences** page is asking for the names of cities and states in which you have lived. If you have no previous residence, leave the box checked stating “*I have no previous residence:*”. Click **Save and Continue**.

If you have had other residences, uncheck the box stating “*I have no previous residence:*”. Please record the city and state of your previous address. Click **Add**. Click **Save and Continue**.

Criminal History – You must fill out ALL the fields.

The Drivers License State and Ethnicity fields are drop-down menus.

You may type in the Date of Birth field or use the calendar by clicking on the calendar icon.

You must also click **I AGREE** to give Arlington ISD permission to run a Criminal History Check. Click **Save and Continue**.

You have completed the Registration portion of the Online Application. Once your account has been created, you can complete the Online Application. You may leave the site and return later to update the details of your application, add attachments, and view your submitted applications.

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. ✎

Jobs

Click the **link** to the Job Category for which you are interested. You will be presented with a list of job opportunities related to that category.

The screenshot shows a web application interface with two tabs: "Applicant Submission" and "Job Categories". The "Job Categories" tab is active. On the left, there is a navigation menu with links: Home, My Profile (checked), Jobs, Substitute Forms, Sign Out, and Print. The main content area under "Job Categories" contains the following text: "In order to simplify your search for job opportunities within our school district, we have organized our posted job opportunities under the Job Categories listed below. When you select the Job Category in which you are interested, you will be presented with a list of those job opportunities related to that category." Below this text is a section titled "Select a Job Category:" which lists two categories: "District Jobs" and "Substitute Jobs". Under "District Jobs", there are ten sub-categories: Athletic Coaches, Classroom/Administrative Aide, Custodian, Elementary Teacher, Food Service, Maintenance, Paraprofessional, Professional, Secondary Teacher 7-12, Security, Special Projects, Student Worker, Teacher/Clinic Assistant, and Transportation. Under "Substitute Jobs", there are four sub-categories: Substitute - Classroom Assistant, Substitute - Clerical, Substitute - Nurse / Librarian, Substitute Teacher - Degreed, and Substitute Teacher - Non Degreed. At the bottom of the main content area, there is a "Continue" button and the text "You currently have no jobs selected."

Click to place a check mark in the box of the desired job. To de-select a job, click its checkmark.

When finished, click **Save Changes** at the bottom of the window.

You may apply for jobs in several categories. You must click **Save Changes** at the bottom of the window to save the selected job.

To select an additional category, click **Back to Job Categories** at the top of the window. You can then select another category.

The screenshot shows a list of job categories with checkboxes. The categories are: "Teacher - Grade 6" (checked), "Teacher - KG" (checked), "Teacher - PK" (checked), and "Vision Teacher" (unchecked). Below the list is a "Save Changes" button. Arrows point to the checkboxes and the button.

The window below shows the job of Elementary Teacher and several grade levels selected. Some jobs are listed under multiple categories. They are the same job. Click **Continue** at the bottom of the window.

Applicant Submission | **Job Categories**

Home
My Profile ✓
Jobs
Substitute Forms
Sign Out
Print

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

Select a Job Category:

District Jobs

- ▶ Athletic Coaches
- ▶ Classroom/Administrative Aide
- ▶ Custodian
- ▶ Elementary Teacher You have selected: Teacher - Grade 6, Teacher - KG, Teacher - PK
- ▶ Food Service
- ▶ Maintenance
- ▶ Paraprofessional
- ▶ Professional
- ▶ Secondary Teacher 7-12
- ▶ Security
- ▶ Special Projects
- ▶ Student Worker
- ▶ Teacher/Clinic Assistant
- ▶ Transportation

Substitute Jobs

- ▶ Substitute - Classroom Assistant
- ▶ Substitute - Clerical
- ▶ Substitute - Nurse / Librarian
- ▶ Substitute Teacher - Degreed
- ▶ Substitute Teacher - Non Degreed

Continue ←

Contact Origin

Select **Yes** or **No**.

A secondary window will open. Answer appropriately.

Then click **Continue**.

Applicant Submission | **Contact Origin**

Home
My Profile ✓
Jobs ✓
Application
Contact Origin

Did you attend a job fair? * Yes No

Continue →

Personal Information

You must fill out **ALL** the fields. Click **Save and Continue**.

Applicant Submission | **Personal Information**

Home
My Profile ✓
Jobs ✓
Application ✓
Contact Origin ✓
Personal Information
Extracurricular Activities
Additional Languages
Certifications
Education History
Work Experience
References
Skills
Moral Turpitude
Additional Questions
Attachments
Submit Application
Sign Out
Print

* * indicates a mandatory field.

Personal Information

How did you find out about this position? * [Dropdown]

Available for Immediate Hire

Date available for employment: [Calendar]

Have you ever been involuntarily terminated from another school district? Yes No

Have you ever resigned from a position in lieu of termination? Yes No

Have you been previously employed by this school district? Yes No

Are you currently a substitute in this district? Yes No

Are you retired for Social Security Administration purposes? * Yes No

Are you a member of the Teacher Retirement System of Texas (TRS)? * Yes No

Have you contributed to the Teacher Retirement System of Texas (TRS)? * Yes No

Are you retired with the Teacher Retirement System (TRS) of Texas? * Yes No

Have you ever taught on an emergency permit? Yes No

Do you hold a National Board for Professional Teaching Standards Certification? Yes No

Save and Continue →

Extracurricular Activities

The **Extracurricular Activities** page informs the district of your interest in taking on any additional duties, such as Year Book Sponsor or Cheerleading Sponsor. If you do not wish to choose an Extracurricular Activity, click **Continue**.

Applicant Submission | Extracurricular Activities

Home | My Profile | Jobs | Application | Contact Origin | Personal Information | Extracurricular Activities

Please select any Extracurricular activities which you have an interest in sponsoring.

Extracurricular Activities

Sort | Clear Sorted by: (default)

Activity	Category
----------	----------

Add Edit Delete

Continue Back

To add an activity, click **Add**.

Choose a Category of Extracurricular Activities. It must relate to the job category you selected. When finished, click **Continue** at the bottom of the original window.

Applicant Submission | Extracurricular Activities

Home | My Profile | Login Information | Former Names | Contact Information | Other Residences | Criminal History | Jobs | Application | Contact Origin | Personal Information | Extracurricular Activities

Category:

Choose a Category: *

- Other
- Academic - JH
- Curriculum - JH
- Athletic
- Curriculum - EL
- Academic - HS
- Extra Curricular - HS
- Educational
- Extra Curricular - JH

Continue Back

Additional Languages

If you do not have abilities in another language, click **Continue**.

Applicant Submission | Additional Languages

Home | My Profile | Jobs | Application | Contact Origin | Personal Information | Extracurricular Activities | Additional Languages

Please indicate language abilities other than English and level of proficiency you possess. Click the ADD button below to specify a language skill.

Additional Languages

Sort | Clear Sorted by: (default)

Language	Understand	Speak	Read	Write	Translate
----------	------------	-------	------	-------	-----------

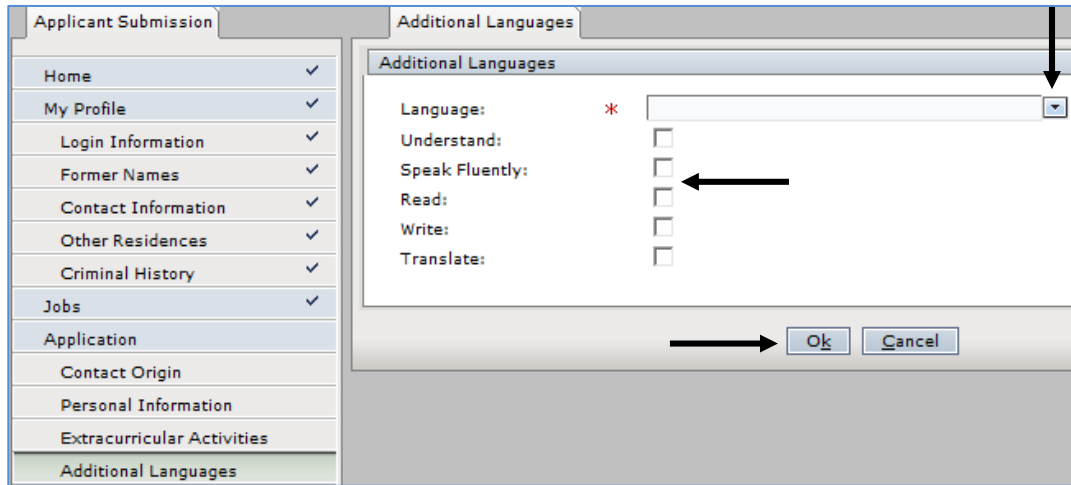
Add Edit Delete

record count: 0 of 0

Continue Back

If you do have abilities in another language, click **ADD** to specify a language skill.

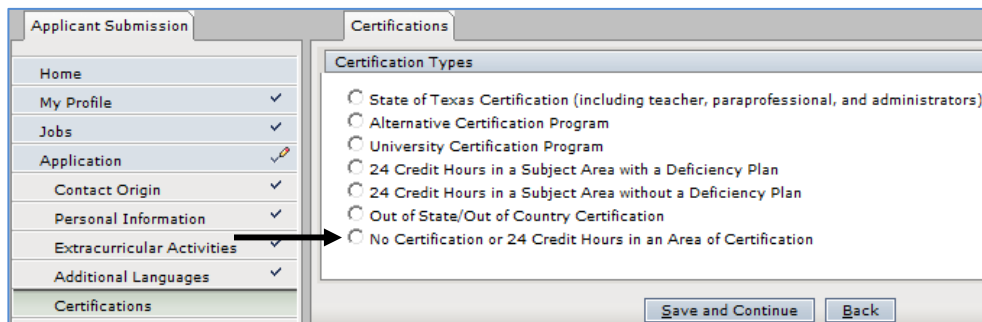
The window below opens allowing you to select the additional language using the drop-down menu. Select the check boxes that show your abilities in the language you selected. Click **Ok**.



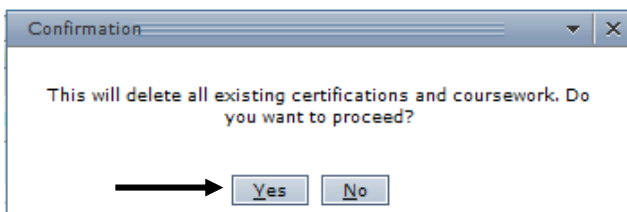
The original **Additional Languages** window will reopen. You must click **Continue**.

Certifications

If you do not have a certification or 24 Credit Hours in an Area of Certification, select the circle next to the “No Certification or 24 Credit House in an Area of Certification” type.

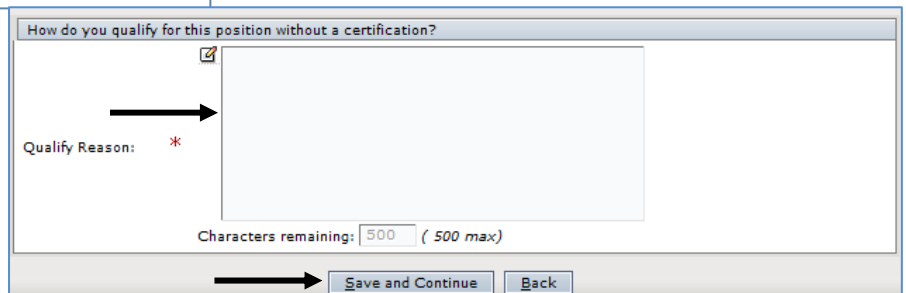


The following window will open. Select **Yes**. Click **Save and Continue**.



Briefly explain how you qualify for the position you are applying for without a certification.

Click **Save and Continue**.



If you **DO HAVE** any of the other Certification Types, select the circle next to the correct Type.

Use the drop down menus to list all levels and areas of certification you currently hold (even those recently expired).

Complete the Certification Status and date the Certification was issued.

Fill in the Certification Expiration. Leave this field blank, if you hold a Lifetime Certification. Click **Ok**.

Applicant Submission Certification Detail

Home My Profile ✓ Jobs ✓ Application ✓ Contact Origin ✓ Personal Information ✓ Extracurricular Activities ✓ Additional Languages ✓ Certifications Education History Work Experience References Skills Moral Turpitude Additional Questions

List all areas of certification you currently hold (even those recently expired)

Level: * 1-6

Area: * Elementary, All Regular Classes

Certification Status

Is this certificate application pending? Yes No

Issued: * []

Expiration: []

If you hold a Lifetime Certificate, leave the Expiration Date blank.

There are no endorsements associated with the selected certification.

Ok Cancel

The original Certifications window will open. Click **Save and Continue**.

Educational History

Click **Add** to record the highest education level you have completed, or on which you are working.

Applicant Submission Education History

Home My Profile ✓ Jobs ✓ Application ✓ Contact Origin ✓ Personal Information ✓ Extracurricular Activities ✓ Additional Languages ✓ Certifications Education History

Please select the highest education level you have completed, or on which you are working from the list below. If University/College information is recorded, Business/Trade School and High School/GED information is not needed.

✓ A bachelor degree is required for a Teacher application

Education History

Sort | Clear Sorted by: (default)

Institute Name	Degree Earned	Major Subject	From Date	To Date

record cour

Add Edit Delete

Continue Back

Select the Education Degree Level by clicking the circle next to the item.

The screenshot shows a web application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like Home, My Profile, Login Information, Former Names, Contact Information, Other Residences, Criminal History, Jobs, Application, Contact Origin, Personal Information, Extracurricular Activities, Additional Languages, and Education History. The main content area is titled "Education Level" and contains a section "Choose an Education Level". Under this section, there is a label "Degree Level: *" followed by three radio button options: "College / University", "Business School / Trade School", and "High School / GED Education". An arrow points to the "College / University" radio button. A "Back" button is located at the bottom right of the form.

Fill in ALL the drop-down fields for Institute Location and Name. Click **Continue**.

The screenshot shows a web application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like Home, My Profile, Jobs, Application, Contact Origin, Personal Information, Extracurricular Activities, Additional Languages, Certifications, and Education History. The main content area is titled "Education Institute" and contains a section "Institute Location and Name". Under this section, there are three drop-down fields: "Country: *" with "United States Of America" selected, "State: *" with "Texas" selected, and "School Name: *" with "The Texas State University System" selected. An arrow points to the "Continue" button at the bottom right of the form.

Fill out ALL the fields. When finished, click **Add**.

The screenshot shows a web application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like Home, My Profile, Jobs, Application, Contact Origin, Personal Information, Extracurricular Activities, Additional Languages, Certifications, Education History, Work Experience, References, Skills, Moral Turpitude, Additional Questions, Attachments, Submit Application, Sign Out, and Print. The main content area is titled "Education History Degree Editor -- University" and contains a table with columns "Institute Name", "From Date", "To Date", and "Degree Type". Below the table, there are "Add" and "Edit" buttons. Below the buttons, there is a section "Add / Edit degree for selected institution" with several form fields: "Degree Earned: *" with a dropdown menu, "From Date: *" with a date input field, "To Date: *" with a date input field, "Graduation Date (or anticipated date):" with a date input field, "Major Subject:" with a text input field, "Major GPA:" with a text input field, "Minor Subject:" with a text input field, and "Minor GPA:" with a text input field. At the bottom left of the form, there are "Add" and "Clear" buttons, with an arrow pointing to the "Add" button. At the bottom right, there is a "Return to Institutes" button.

To include information on additional Education Institutes, click **Add** and repeat the process described above.

When all Education History has been added, click **Continue**.

Work Experience

If you do NOT have any work experience, select **No Experience**, then click **Ok**.

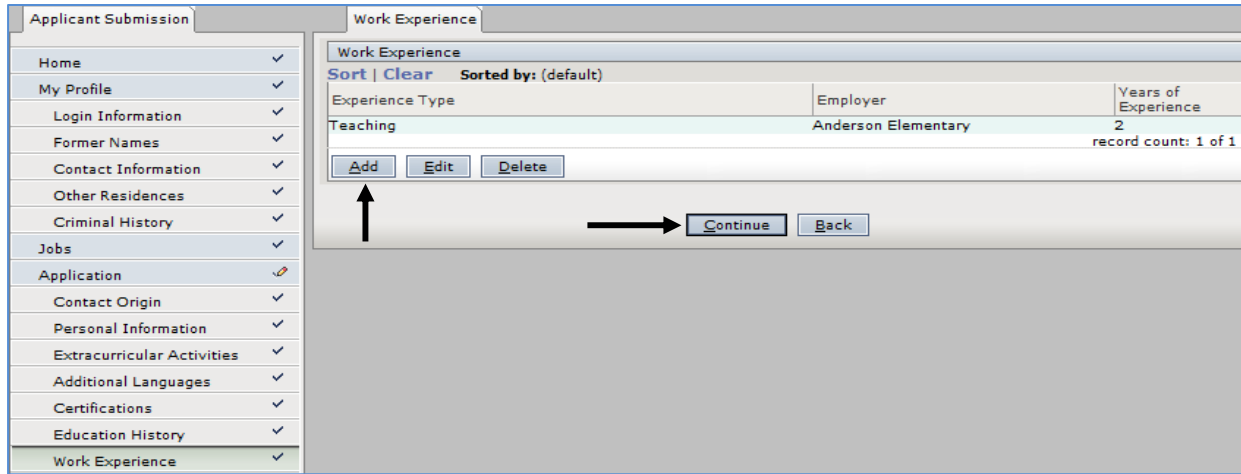
Otherwise, choose the work experience you have by clicking the circle next to the Experience Type. Fill out ALL the fields.

Some fields may have drop-down menus.

Work Experience windows may look different, depending on the Experience Type chosen.

When finished, click **Ok**.

To add another Experience Type, click **Add**. Complete the process as described above.
 When all work experience has been added, click **Continue**.



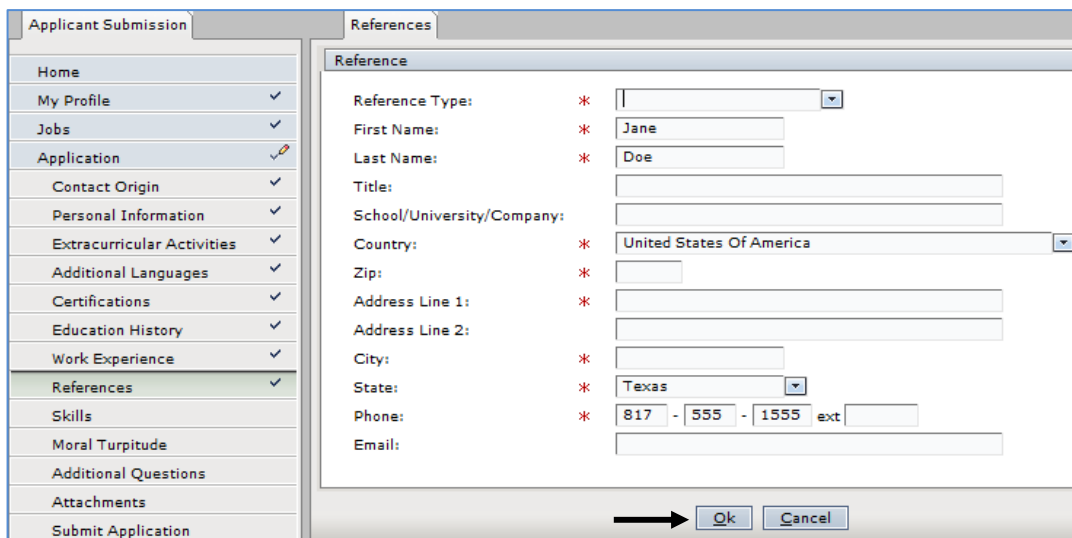
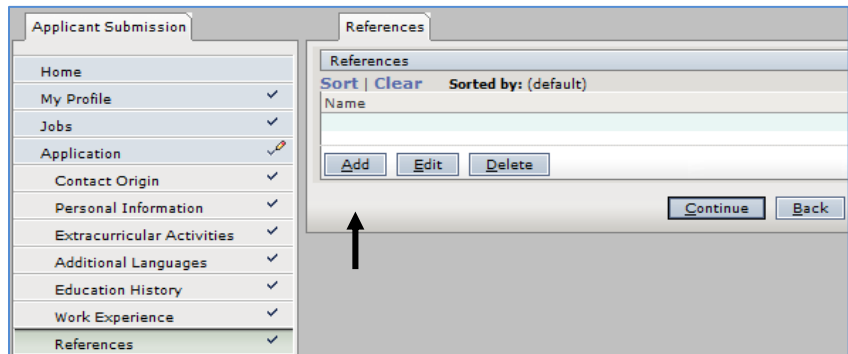
References

You are **required** to provide three (3) references when you request a job with Arlington ISD. Click **Add**.

Fill out information on your first reference. Click **Ok**.

Only the fields with an asterisk (*) are required.

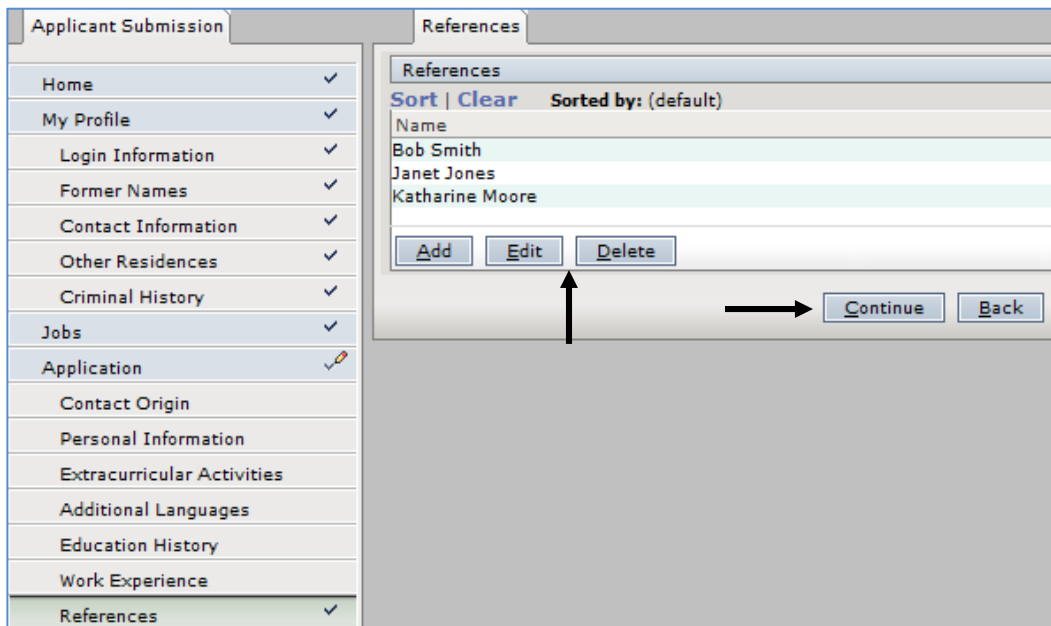
Some fields have drop-down menus.



To add your 2nd reference, click **Add**. Fill in all information. Click **Ok**.

To add your 3rd reference, click **Add**. Fill in all information. Click **Ok**.

To make changes to an existing reference, select it in the list. Then click the **Edit** or **Delete** button. After adding 3 references, click **Continue**.



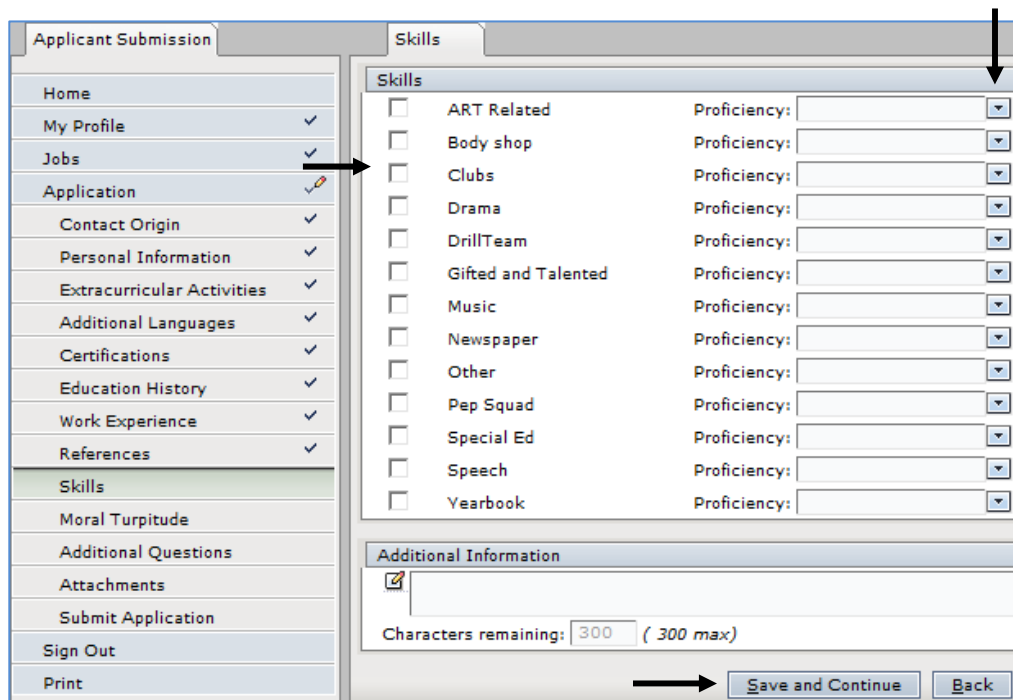
Skills

Select the box next to specific skills you possess.

Click the drop-down menu, answer **Yes** or **No**, to indicate if you are proficient in that field.

The **Additional Information** area at the bottom of the window allows you to elaborate further.

When completed, click **Save and Continue**.



Moral Turpitude

Answer **Yes** or **No** to ALL the questions. When finished, click **Save and Continue** at the bottom of the window.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a list of navigation options: Home, My Profile, Jobs, Application, Contact Origin, Personal Information, Extracurricular Activities, Additional Languages, Certifications, Education History, Work Experience, References, Skills, Moral Turpitude (highlighted), Additional Questions, Attachments, and Submit Application. The main content area is titled "Moral Turpitude Questions" and contains a definition of moral turpitude: "Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society, or society in general, and which is contrary to the accepted rule of right and duty between persons, including but not limited to, theft, attempted theft, murder, rape, swindling, and indecency with a minor." Below the definition are four questions, each with a red asterisk and radio buttons for "Yes" and "No":

- Have you ever been charged or convicted of a felony or any offense involving moral turpitude?
- Have you ever been charged or convicted of a felony or any offense involving moral turpitude and received probation or deferred adjudication?
- Have you ever resigned or been discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, or unprofessional conduct, or are you now under investigation for any such charge?
- Have you ever been convicted, or pled guilty or no contest to an offense? If so, please explain.

At the bottom of the main content area, there is a note: "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." Below the note are two buttons: "Save and Continue" and "Back". An arrow points to the "Save and Continue" button.

Additional Questions

Fill out ALL the fields. When finished, click **Save and Continue** at the bottom of the window.

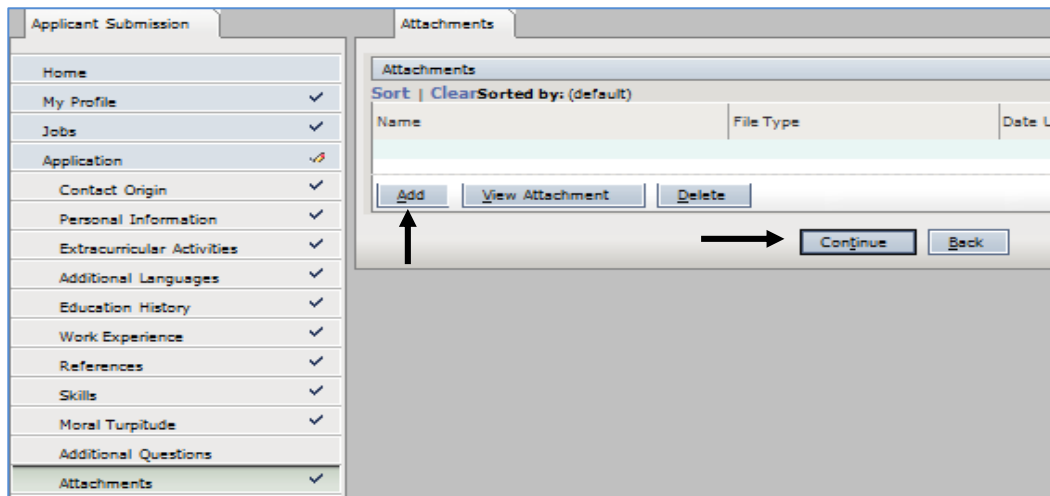
The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a list of navigation options: Home, My Profile, Jobs, Application, Contact Origin, Personal Information, Extracurricular Activities, Additional Languages, Certifications, Education History, Work Experience, References, Skills, Moral Turpitude, Additional Questions (highlighted), Attachments, Submit Application, Sign Out, and Print. The main content area is titled "Additional Questions" and contains several questions, each with a red asterisk and radio buttons for "Yes" and "No":

- Have you ever failed to have a contract renewed with a school system?
- Have you ever been dismissed from employment with a school system?
- Please list your preferred grade level(s).
- Describe previous job duties related to the position for which you are applying.
- Would you be willing to sponsor any extra-curricular or campus organizations?
- If you are applying for a teacher position, discuss your Philosophy of Education.
- Have you ever been asked to resign?
- Have you ever resigned in lieu of contract renewal?
- If there were absolutely no restrictions placed upon you, what would you most want to do in life?
- Do you have a doctorate degree?
- Do you have a masters degree?
- Are you related to an AISD Board Member?

At the bottom of the main content area, there are two buttons: "Save and Continue" and "Back". An arrow points to the "Save and Continue" button.

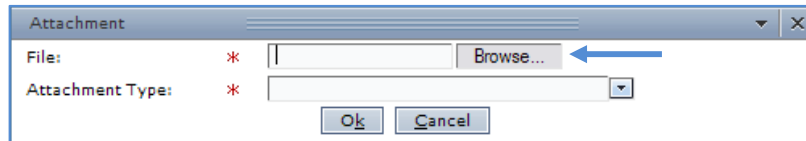
Attachments

See the table on page 4 of these instructions to determine what documents you are required to provide.



To attach an electronic document, Click **Add**.

Click **Browse**.



- From the Choose File dialog box, select where you saved the file (i.e., Desktop or My Documents).
- Click the file name (i.e., Jones_license or Jones_resume).
- Click Open.
- From the **Attachment Type** drop-down menu, click the appropriate document (i.e., License or Resume).
- Click **Ok** to complete the upload.
- To Add additional attachments, repeat the process.
- When finished, click **Continue**.
- To view an attachment that has been added, click **View Attachment**.
- To remove an attachment from the list, click **Delete**.

Submission

If you have completed all the steps in the application process, you are ready to submit your application. If you do not submit your application, remember that incomplete applications are only saved for 72 hours.

Please read all the information in this window. To acknowledge you have read and understand the statements in this window, click the circle next to **I AGREE**.

Please be advised that if you do not agree to the statements in the window, your application will be deleted.

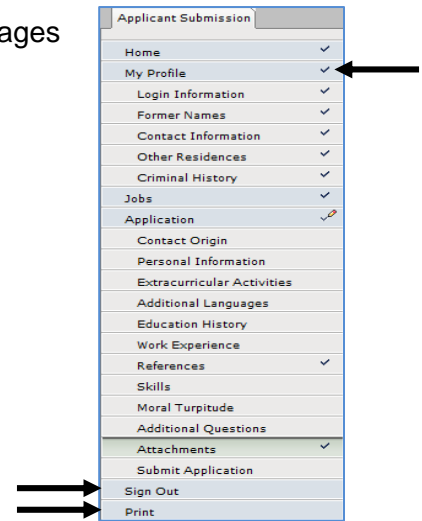
You must click the **Submit** button at the bottom of the window.

The screenshot shows a web application interface. On the left is a navigation menu with items like Home, My Profile, Jobs, Application, Contact Origin, Personal Information, Extracurricular Activities, Additional Languages, Education History, Work Experience, References, Skills, Moral Turpitude, Additional Questions, Attachments, Submit Application, Sign Out, and Print. The 'Submit Application' item is highlighted. The main content area is titled 'Submit' and contains an 'Agreement' section. The agreement text states: '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.' Below this is the 'AGREEMENT:' section, which certifies that the information entered is true, accurate, and complete, and that the applicant understands that the application and associated records become the property of Arlington Independent School District. It also authorizes the district to conduct work history, personal reference, and/or criminal history inquiries. At the bottom of the agreement, there are two radio buttons: 'I AGREE' (which is selected) and 'I DO NOT AGREE, and therefore wish to discontinue the application process.' Below the radio buttons is a warning: 'Please be advised that if the applicant does not agree to the above statements, this application will be deleted.' At the bottom of the window, there is a 'Submit' button. Arrows point to the 'I AGREE' radio button and the 'Submit' button.

You will receive the on-screen confirmation below. Confirmation messages vary depending on the job for which you have applied. If you supplied an email address on the Contact Information page, you will also receive notification via email that your application has been received online. Click **Exit**.

The screenshot shows the same web application interface as the previous one, but now the main content area is titled 'Application Submitted'. The text reads: 'Dear John Public, We would like to thank you for submitting your application with Arlington Independent School District. Your interest in becoming part of the Arlington ISD team is greatly appreciated. Your application has been received and will be placed in the applicant pool according to the position(s) you requested. You may be considered and contacted only if your skills and qualifications match the requirements for the available position(s). Please make sure you have attached all documents required for the position(s) for which you have applied.' Below this is a note: 'If you are unable to scan and attach your documents, please mail them as soon as possible. All documents should be mailed or delivered to Arlington ISD Personnel Department, 1203 West Pioneer Parkway, Arlington, TX 76013. Thank you for your interest.' At the bottom of the window, there are two buttons: 'Exit' and 'Return to Job Selection'. An arrow points to the 'Exit' button.

Please note the checkmarks to the right of the links indicating which pages have been completed.



Printing Application Summary

The **Print** link will open a summary of your application. You may print a summary as a PDF document.

Sign Out

Click the **Sign Out** link, to log off the TEAMS system.

Retrieving Copy of Certification

If you are applying for a position that requires a teaching certificate, you may retrieve a copy of your certificate from SBEC by following the steps below:

- Access the following: www.sbec.state.tx.us
- Click **Certification Information**.
- Click **Official Record of Educator Certificates**.
- Enter the requested information and click **Search**.
- Right click (control+click on a Macintosh) on the displayed certificate.
- Select **Print**.
- Change the printer selection to **Acrobat Distiller** or **Acrobat PDF**.
- When the Save dialog box appears, name the file (i.e., Jones_certif).
- Save the file to the computer's desktop or to the My Documents folder.

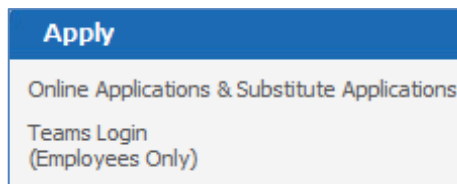
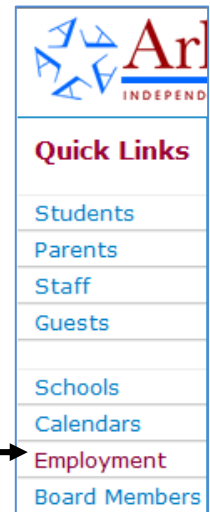
If you cannot print the certificate as an Acrobat document, print a paper copy. Then use a scanner to create an electronic version. Refer to the user manual and/or help files for your specific scanner and software.

Online Application Help

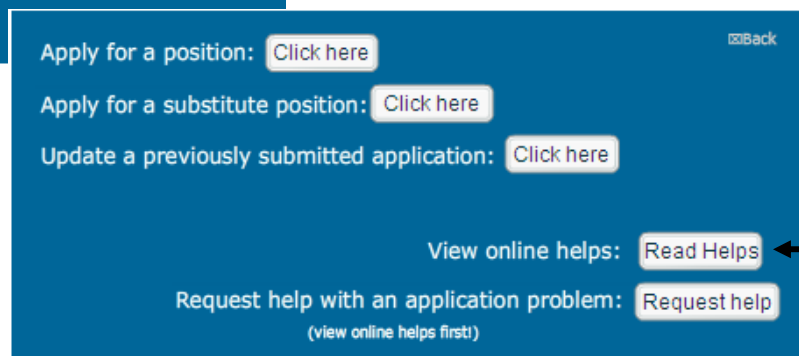
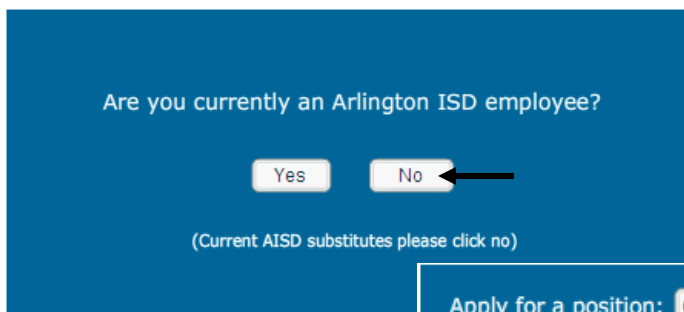
If you encounter problems while filling out any part of the TEAMS Online Application, please view the online helps. If your problem persists, please fill out a TEAMS Help Request:

Access the district home page at www.aisd.net. In the column on the left, click the link titled **Employment**.

Click on **Online Applications**.



Click **No**.



TEAMS Help Request

- To reach the TEAMS Online Application Help, select **Read Helps**.
- To submit a help request click the link titled **Request for Help**.
- Follow screen prompts to submit the request.