

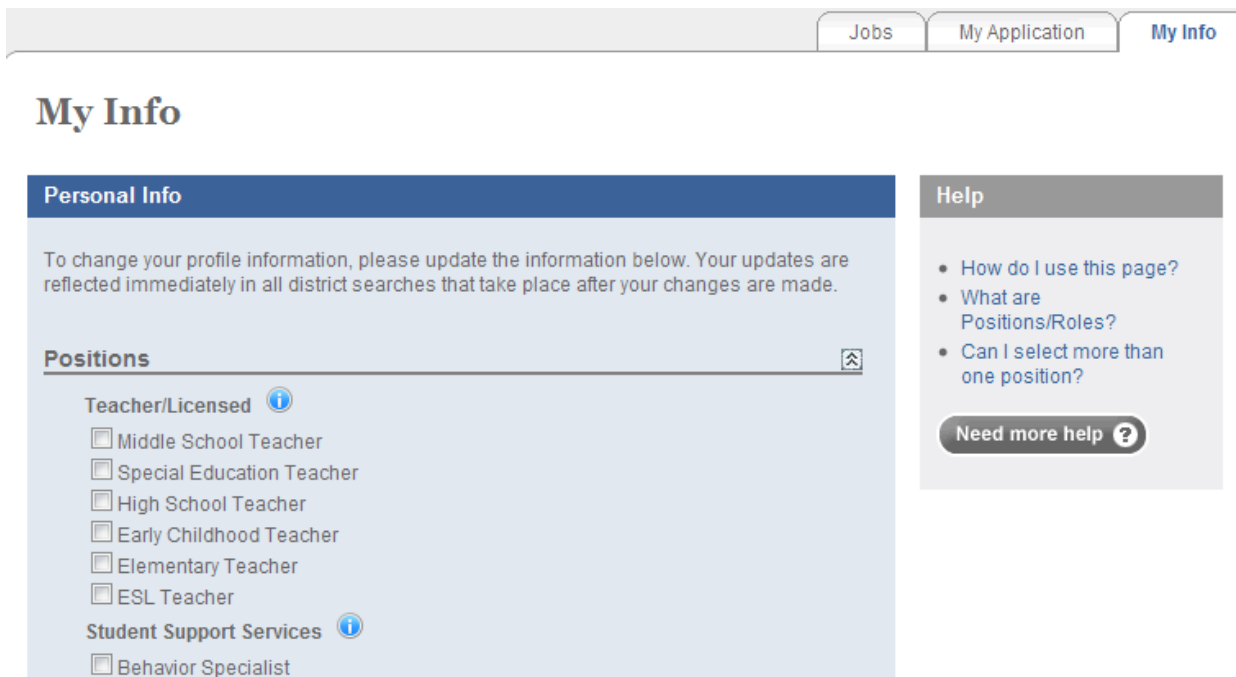
Our New Application!!!

We have made some changes to basic navigation on EdZapp. We hope these changes make it easier for you to complete your application and apply.


Positions

A big change to our application is that a district may have added different positions to their custom application. Even if a district has not added multiple positions all roles now have a position associated with that role. You will want to choose positions that you are interested in now when you go to a district with a custom application. It is a good idea to check your positions list at regular intervals as districts may have made additions and/or changes.

You will have gone to Positions from the message where you accessed this information. Below is an example of how the page may look. Remember each district will be different.



Roles

Another major change is a realignment of our roles. If you click the  icon you will see the definition of each role. This can help you select the positions and roles that are the best fit for you.

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New Tab Layout

The first thing you will notice is there are only 3 tabs to choose from. They are:

1. Jobs—this is tab you will land on after logging into a district’s customized application.
 - a. Current Openings—this will list all current job postings for the district
 - b. Jobs Applied To—this page will list all jobs you have applied to.
 - c. General Application—this page is where you can select positions to put an application on file (NOTE: this is NOT the same as applying to a job)
2. My Application—this is your application for the district. The information you see if you click on this tab is determined by the positions you have selected. You can click here and complete information prior to applying.
3. My Info—this is where you will select positions you are interested in, update your personal information and access the Terms of Use agreement.

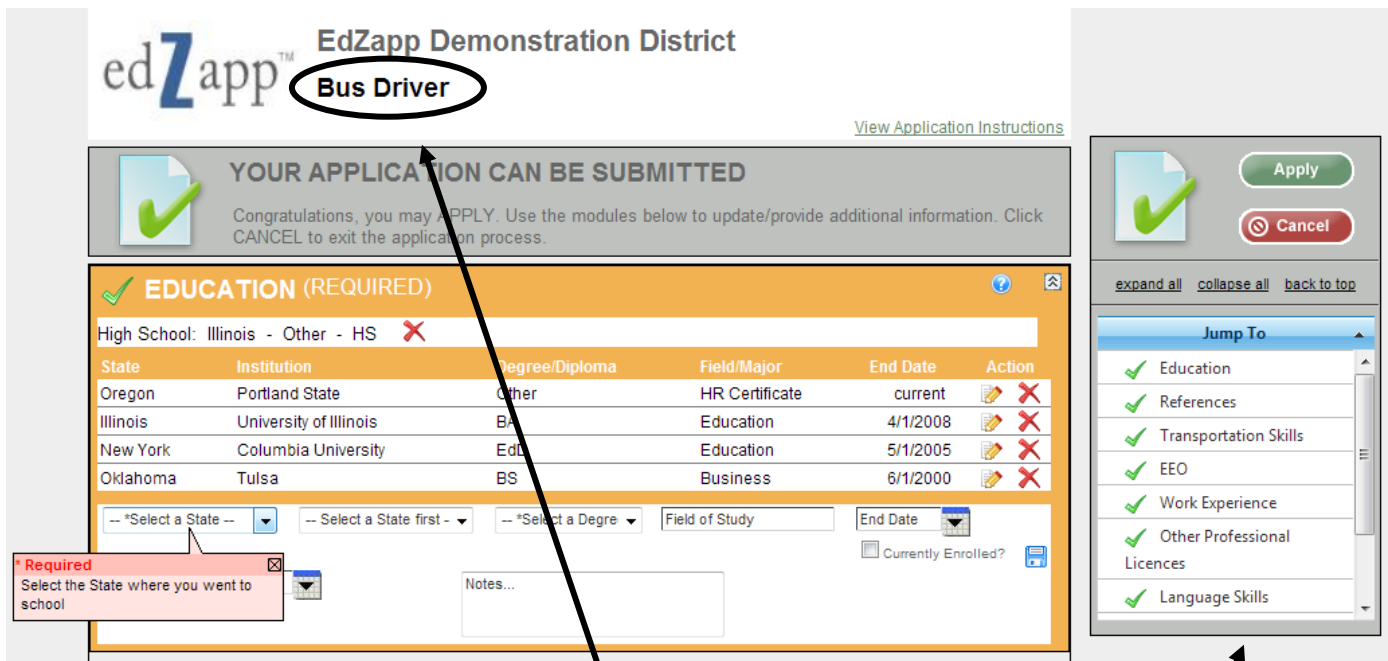


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Basic Navigation

The basics of navigation have dramatically changed. The My Application tab now has all of the information you will need when applying to a job. Below are the basics. (NOTE: the section requirements will be different depending on the district and job you are applying to)

First I clicked on the job title and then “Apply Now” to get to my job application.

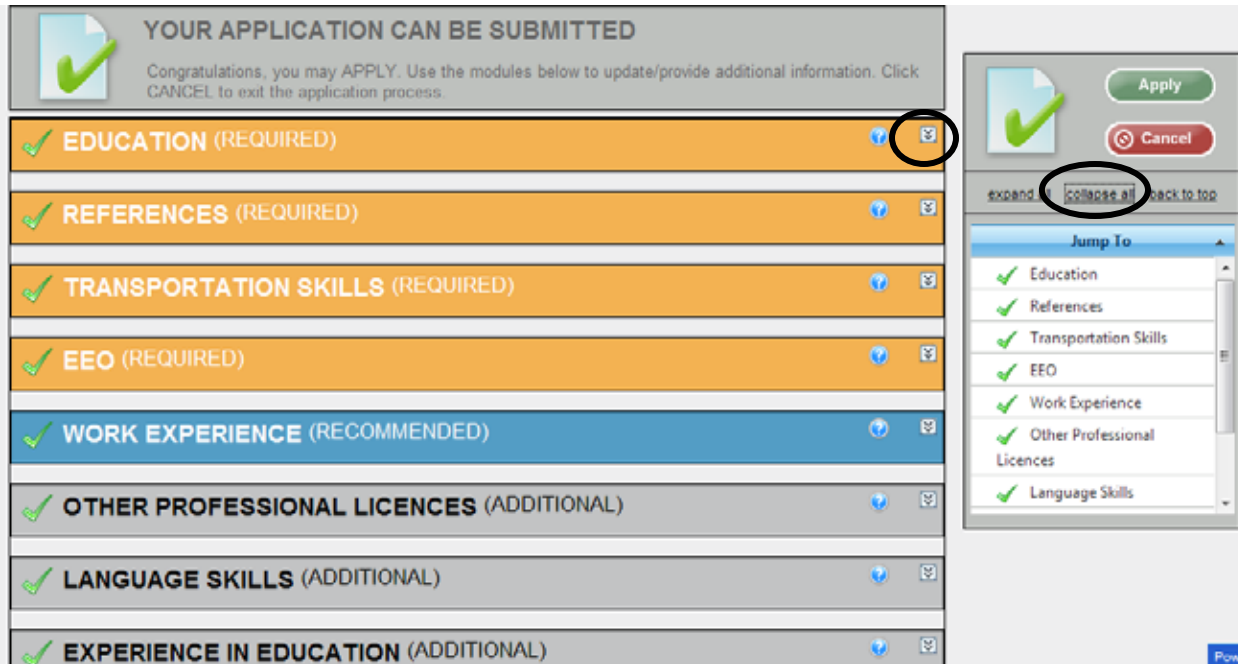


At the top of the page you will see the job you are applying to. The box at right will move with you as you scroll so you can always see your application status and the status of the different sections. If you want to quickly go to a section of the application use the scrolling box “Jump To”. Simply click on the section title and you will immediately go to that section. This will allow you to quickly access areas that are incomplete.

When you have completed a section you will see a green check mark next to the section title and in the scrolling box to let you know quickly what is completed.

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To make it easier to complete your application you may want to choose to “Collapse All” of the sections and open one at a time to work on them. There is a link in the scrolling box to do this. You can also use the arrows icon in the upper right hand corner of a section to open or close that section.







You can also see easily now the levels of requirement on each section.

- Required (orange)—these must be completed before you can apply.
- Recommended (blue)—the district recommends you complete these sections. If you do not have an entry in one of these sections you will leave it blank.
- Addition (gray)—these have no application requirement on them but you should complete them if you have the information.

All “Required” sections will be at the top followed by the “Recommended” then the “Additional”. Since these will be different depending on the job you will see the sections in different orders on different applications.

Our New Application!!!

Questions and Documents

 Have you ever been arrested or cited for any offense listed in the question above which is still pending in court?	<input checked="" type="radio"/> Yes <input type="radio"/> No Enter explanation here <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
 Have you ever entered a plea of guilty or No Contest relative to any charge for an offense listed in the question two above?	<input type="radio"/> Yes <input checked="" type="radio"/> No
 I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualification, or fitness to provide such information to the school district for which I have completed an employment application. I release the school district and all persons providing this information to the school district, from any liability whatsoever for obtaining and providing that information, regardless of the results. Please indicate you have read and agree to these terms by placing both your INITIALS and DATE in the text box below.	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
 Have you EVER been the subject of a substantiated report of child abuse or sexual conduct (involving a K-12 student or minor child)? If yes please explain.	<input type="radio"/> Yes <input checked="" type="radio"/> No

Each question will now display if it is complete or not based on the icon. After you have made an entry in a text box you will click “Save”. All other answers will save after you make your selection. If you answer “yes” to a question and a text box opens an answer is required in the text box also.

A session limit of 30 minutes still exists for your safety. If you will be taking a while with an answer we recommend you click “Save” occasionally to extend your session and avoid being logged out.

NOTE: While the text box now appears smaller it is the same size as previously. The district will view your answer through another interface and will be able to see your entire entry.

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DOCUMENTS ? [maximize]

Instructions go here. Including how to tell whether a document is required, etc.

Document Title	Required To Apply	Status	Add to Application
Letter of Reference #1	REQUIRED	Received 5/20/2010	
Letter of Reference #3	REQUIRED	Received 5/17/2010	
Transcripts	REQUIRED	Received 5/17/2010	
Handwriting Sample	ADDITIONAL	Received 5/17/2010	

[Use EZ Doc Manager](#)

You can still submit documents either by mailing, uploading or using one of your own Document Management Documents. You will just click on the corresponding icon to proceed.



Click on this icon to mail a document. You will follow the steps to print the bar code mailing sheet that **MUST** accompany your documents.

NOTE: Each document request has a unique mailing sheet.



Click on this icon to upload a document in PDF format. You will follow the steps to locate the document on your PC to upload.

















Click on this icon to access your Document Management (DM) Documents. This will open a list of your DM documents. You will use the pull downs to select which documents to use for the districts requests.



Click on this icon to download a district form. (Note it will be grayed out if there is not an associated form)

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Glossary of Icons

-  Click on this icon to collapse or close a section.
-  Click on this icon to expand or open a section.
-  Click on this icon for help. It will open a pop up window with help for a section.
-  Click on this icon to save an entry.
-  Click on this icon to mail a document.
-  Click on this icon to upload a document in PDF format.
-  Click on this icon to access your Document Management Documents.
-  Click on this icon to download a district form. (Note it will be grayed out if there is not an associated form)
-  Click on this icon to edit an existing entry.
-  Click on this icon to delete an existing entry.
-  This icon means you have met the minimum requirements for this section.
-  This icon means you have no entry for a required section, question or document.
-  This icon means you have no entry for a recommended section, question or document.
(NOTE: you can still apply with this icon displaying)
-  Click on this icon to get information about a field.