

## APPLICATION QUESTIONS AND ANSWERS

### *Can I save my incomplete application and return to complete it at a later time?*

Yes. You may logout of your application at any time and return later. When you are ready to complete your application, enter your username and password and you will be allowed to continue your application if the job posting is still open. Applications expire if not submitted within 30 days. For some positions there is a timed portion of the application, usually labeled “Teacher Fit” or “Frontline.” These sections of the application must be completed in one sitting.

### *How do I apply for a job?*

Once you find a job you for which you would like to apply, simply click on the title of the job. After reviewing a description of the job, click on the “Apply” button. At this point you will either need to login to an existing account you have already created or create a new account. If you have completed an application with SSD any time in the past, please select “Edit.” If you cannot remember your password, please contact AppliTrack so they can reset your password. To create a new account, click on *Create a New Account* and *Apply for This Position*. Answer the on-screen questions to create an account. You must complete all required fields and click *Save and Submit* at the end of the application. When your application is successfully submitted, you will receive a Confirmation Number and an email from AppliTrack. You can use this confirmation number to reference a specific application. If you do not receive the email, check your junk mail. The email will come from [mailbot@applitrack.com](mailto:mailbot@applitrack.com) and your email settings may interpret this as spam. Once you have created an account – do not create another account. You will use the one account to apply for all job postings.

### *What should I do if I have submitted my application, but have not heard anything about my application status?*

Listed below are the most common delays in processing applications occur. Please check to make sure all of these have been satisfied.

- Do not have two completed references on file.
- Did not successfully submit the application. You should have received an email confirmation.
- Did not submit transcripts.
- Transcripts may have been submitted, but are untraceable because they contain a former surname (last) name.
- Your certification status does not match requirements for the posted position.

### *I have updated my profile but when I view a PDF of my application it shows the old information. Is there any way to overwrite this?*

When you submit an application, the system locks your answers in permanently. The Human Resources Department is aware of this and will check candidate profiles for updated information.

### *What types of files do you accept for Resume, Cover Letter, Letters of Reference, etc.?*

All files attached to your application must be in .txt, .rtf, .pdf, .docx, or .doc format. If you need to upload an image or scan, you must convert it to pdf or place it into a Word doc file.

### *Can I upload more attachments?*

You are currently limited to a maximum of six (6) upload documents. These will carry over to other applications if you apply for more than one job.

*Can I upload a separate group of attachments for each job posting to which I apply?*

At this time there is no way to upload different attachments for different job postings. If you overwrite your current attachments with new ones then the old versions will no longer be viewable by the District. The Human Resources Department is aware of this. If you are applying for more than one position and you want a separate cover letter or resume for each specific position, please bring them to the interview.

*Can I upload different cover letters for each job posting to which I apply?*

There is currently no way to upload different cover letters for each job for which you apply. It is best to use a generic cover letter when adding one to your attachments page.

*How do I check the status of my application?*

Log into your account and then click on the Application Status tab. If you have already applied for a job it will be listed under the Current Applications section. If you want to view additional details about the job you applied for, click on the Details link associated with the job. If you have applied for jobs in the past that have been filled, it will be listed in the Previous Applications section.

*Is this a secure website, and is my data secure?*

Yes. All data transfers use 128-bit or 256-bit encryption depending on your computer's capabilities. This is the same type of encryption used for most online banking transactions.

*I forgot my username or password. How can I retrieve it?*

From the main job listings page, click the link "I Forgot My Password." Enter your email address into the box and your information will be sent to that email address.

*How do I change the email address and password linked to my account?*

You can change your account information by select "Account Settings" at the top of the web page. To access account settings you will first need to login.