



## ONLINE APPLICATION INSTRUCTIONS

<http://www.everettsd.org/jobs>

Thank you for your interest in a position with Everett Public Schools.

Please read the following information carefully prior to completing the online application form. Information that you provide is secure and will be treated with confidentiality.

- **New Applicants:** Start an application for employment. Upon beginning the application process, you will be asked to enter an email address and password.
- If you have an active Frontline account elsewhere, you will be recognized by your email address when you begin our application and given the opportunity to import relevant information.
- The online application form will take approximately 30 minutes to complete. Fields marked with a red asterisk \* are required. Your application cannot be submitted until all required fields are complete. Dates must be entered in the formats shown.
- Upon completion of each page, use the *Next Page* button at the bottom. There will be a list at the left to keep you informed of your progress.
- When all sections are completed, you may click the *Submit* button and your application will be sent to the human resources department of Everett Public Schools. We recommend that you print a copy of your completed application after submittal for your records. Remember, you may return to your application to make changes and additions as needed, but you must have your user-id and password.
- Upon submission of your online application form, you will receive a confirmation stating your application has been successfully submitted to Everett Public Schools.

**Please Note:** The online application form is only one of several required documents for a complete application. Refer to Helpful Hints on the reverse side of this flyer.

Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Designated to handle inquiries about nondiscrimination policies are:  
Affirmative Action Office – Carol Stolz, [cstolz@everettsd.org](mailto:cstolz@everettsd.org), 425-385-4106  
Title IX Officer – Randi Seaberg, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org), 425-385-4104  
504 Coordinator – Becky Ballbach, [rballbach@everettsd.org](mailto:rballbach@everettsd.org), 425-385-4063  
ADA Coordinator – Becky Clifford, [bclifford@everettsd.org](mailto:bclifford@everettsd.org), 425-385-  
Address: 3900 Broadway, Everett, WA 98201





## **DOCUMENTS YOU WILL NEED FOR A COMPLETE APPLICATION:**

- Letter of introduction (Letter introducing yourself, including skills, knowledge and abilities)
- Resume
- 3 Letters of recommendation (Placement File is acceptable in lieu of letters of recommendation for certificated applicants)
- Transcripts (if applicable)
- 2 Reference forms (available on application website)
- Washington state sexual misconduct release form\*  
\*Available to download from the District website

## **HELPFUL HINTS**

### **General Information...**

- Exercise care in filling out the online application. Information given will be used to determine whether you will be interviewed. All questions must be answered fully except those not applicable to the position for which you are applying.
- A screening of application materials will be conducted by the administration and/or human resources department. Only complete applications will be screened.
- Applicants selected for an interview will be notified by the human resources department.
- When applicable, assessments may be administered before or after a personal interview.
- Present and/or past employers will be contacted as a part of our selection process.
- Once you have submitted your application, you may go back to the application and make changes/deletions at any time.
- Applications remain active and on file for one calendar year. All applications are inactivated on December 31. You may reactivate your file with Everett Public Schools by going back to your application after January 1, updating your information and submitting the application.

**Please Note:** A Washington state sexual misconduct release form **MUST** be completed for each school district worked (including substituting).

If you have problems or questions using our online application, you may call 425-385-4100 between the hours of 7:30 am and 4:30 pm or email [employmentsrv@everettsd.org](mailto:employmentsrv@everettsd.org).