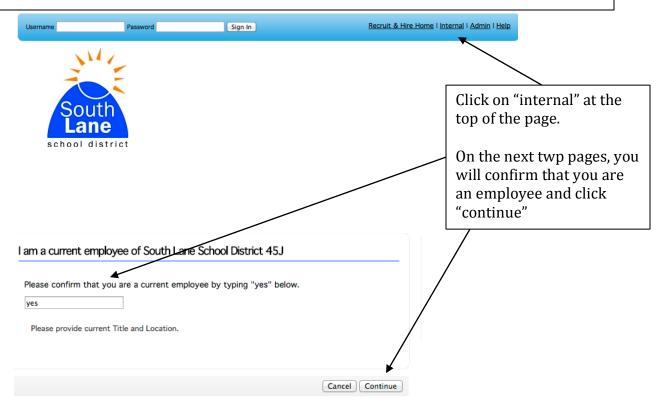
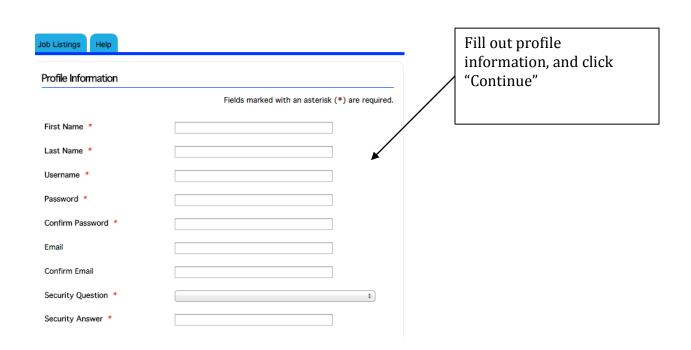
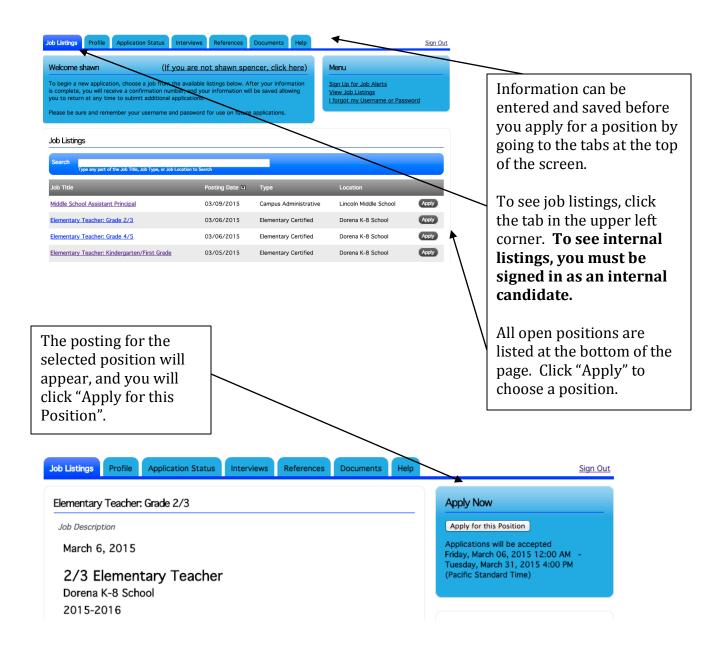
## Applying For a Position Internal Applicants March 2015

To begin the application process, proceed to the following web address: <a href="https://slane.tedk12.com/hire/index.aspx">https://slane.tedk12.com/hire/index.aspx</a>. This is where all internal and external applicatants will apply for a position. The application for internal applicants is significantly shorter. If you already have an account, log in with your user name and password. For more information, see the bottom of page 2.







At this point, you will be taken to the internal application. You must complete each page of the application before you can move on. You can come back and change anything in your application before it is submitted. After this initial setup, you can access your account by going to the web address listed at the top of this handout, and enter your username and password. If you have ANY questions or issues, please contact Human Resources (Brian and Tracy) immediately, and we will help you through the process.

If you need to change your account to an internal account, click "Account Settings" at the top of the page, and change your account type on the right hand side of the page to internal. If you have any questions, please call Human Resouces.