

# Applying For a Position

## Internal Applicants

### March 2015

To begin the application process, proceed to the following web address: <https://slane.tedk12.com/hire/index.aspx>. This is where all internal and external applicants 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.

Username  Password   [Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)



Click on "internal" at the top of the page.

On the next two pages, you will confirm that you are an employee and click "continue"

I am a current employee of South Lane School District 45J

Please confirm that you are a current employee by typing "yes" below.

Please provide current Title and Location.

[Job Listings](#) [Help](#)

### Profile Information

Fields marked with an asterisk (\*) are required.

First Name \*

Last Name \*

Username \*

Password \*

Confirm Password \*

Email

Confirm Email

Security Question \*

Security Answer \*

Fill out profile information, and click "Continue"

Job Listings | Profile | Application Status | Interviews | References | Documents | Help | Sign Out

Welcome shawn (If you are not shawn spencer, click here)

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Please be sure and remember your username and password for use on future applications.

Menu

[Sign Up for Job Alerts](#)  
[View Job Listings](#)  
[I forgot my Username or Password](#)

Job Listings

Search

Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date	Type	Location	
<a href="#">Middle School Assistant Principal</a>	03/09/2015	Campus Administrative	Lincoln Middle School	Apply
<a href="#">Elementary Teacher: Grade 2/3</a>	03/06/2015	Elementary Certified	Dorena K-8 School	Apply
<a href="#">Elementary Teacher: Grade 4/5</a>	03/06/2015	Elementary Certified	Dorena K-8 School	Apply
<a href="#">Elementary Teacher: Kindergarten/First Grade</a>	03/05/2015	Elementary Certified	Dorena K-8 School	Apply

Information can be entered and saved before you apply for a position by going to the tabs at the top of the screen.

To see job listings, click the tab in the upper left corner. **To see internal listings, you must be signed in as an internal candidate.**

All open positions are listed at the bottom of the page. Click "Apply" to choose a position.

The posting for the selected position will appear, and you will click "Apply for this Position".

Job Listings | Profile | Application Status | Interviews | References | Documents | Help | Sign Out

Elementary Teacher: Grade 2/3

Job Description

March 6, 2015

**2/3 Elementary Teacher**  
Dorena K-8 School  
2015-2016

Apply Now

Apply for this Position

Applications will be accepted  
Friday, March 06, 2015 12:00 AM -  
Tuesday, March 31, 2015 4:00 PM  
(Pacific Standard Time)

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 Resources.