

Application Process (This is a free service)

https://ats1.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00008500

- 1) On Sign Up page, click on – Create New Account
(If you have an account, just go to username and password/ then click on Jobs tab / find job of interest/ click view-apply/ click apply for the job.)
- 2) Fill out every space that has a red (*) by it.
- 3) Select applicant type: Administrative – Administrative Degree
 Certified (Professional) – Teaching Degree
 Certified Substitute
 Classified (Support/ Non-Certified) – Nurses, Custodians, Aides, CNP, Bus Drivers, etc.
- 4) You will assign your own Username (must be 6-16 characters) and Password (must be at least 8 characters).
Make sure you remember both. You will need these in the future to Sign In and apply for posted jobs.
- 5) Click - Save and Next at the bottom of each page.
- 6) On the “Where Do You Want to Work” page – On Map Select District 3 for Elmore Co. You may select all or several districts.
- 7) Drop down box on Upper Left Corner will help navigate the site.
- 8) When you are finished on the last page click –
 - Keep my application private for Now – (if not finished)
 - Post my application for school to review – (if finished)
- 9) You must then place your name on the list showing interest in a position by marking a job with APPLY on the page of jobs that will come up after you finish the last page of the application.
 1. Find job of Interest
 2. Click – View/Apply
 3. Click – Apply for this job

Congratulations!! – You have successfully finished the Application Process.