

**ASD Human Resources
Classified AppliTrack
Applicants' User Guide**

A red rectangular sign with the words "HELP WANTED" in white, bold, sans-serif capital letters. The sign is placed on a desk with several papers and a pen. The background is slightly blurred, showing a computer monitor and other office equipment.

**HELP
WANTED**

Table of Contents

| | |
|------------------------------------------------|----|
| Welcome to the Anchorage School District..... | 3 |
| Accessing Classified AppliTrack..... | 4 |
| Viewing Classified External Job Postings | 7 |
| Application Procedures..... | 10 |
| Returning to the Application..... | 18 |

Welcome to the Anchorage School District

The following pages are a reference tool for applicants interested in classified positions with the Anchorage School District. It is meant to provide support in your search and application for job vacancy postings in the online Classified AppliTrack system.

All of the district's positions are advertised online. Applicants interested in classified positions in the bargaining units of Totem, ACE, Exempt, Non Represented, Maintenance, Student Nutrition, or Temporary will apply using the Classified AppliTrack system. Custodial and Bus positions do not accept online applications. Those interested will apply for these positions on a paper application.

Paper applications are available at the front desk, from our classified employment page, or from the ASD forms library. The paper application form is searchable by the name 'Classified Employment Application', or form number 1300. Applicants can fill out the paper application via the computer but cannot save the information. It must be printed, signed, and include a resume before submission via postal mail, via fax to 907-742-4176, or through a scanned copy emailed to the department. We would also be happy to meet you in person.

Applicants interested in applying for a certificated position should read the information provided on our main website, or speak with a Human Resources certificated staffing team member.

Accessing Classified AppliTrack

Anchorage School District classified position vacancies can be viewed online on our website, www.asdk12.org. You may access the site through a web browser such as Internet Explorer, Firefox, or Safari.

On the homepage, look for the box on the right side of the main page labeled 'Popular Links'. Click on the word 'Employment'.

The screenshot shows the Anchorage School District website homepage in Internet Explorer. The browser address bar shows <http://www.asdk12.org/>. The website has a dark blue header with the text "District" and "ess in Life". Below the header is a navigation menu with tabs for "SCHOOL BOARD", "ZANGLE", "PARENTS", "STUDENTS", "COMMUNITY", and "EMPLOYEES". The "PARENTS" tab is highlighted in orange. Below the navigation menu is a large image of a bald eagle in flight over a landscape. To the right of the image is a "Popular links" section with a red circle around the "Employment" link. Below "Popular links" is an "Online tools" section with links for "ASD-TV", "Forms library", "School finder", "Calendar", "Bus schedules", "Library catalogs", and "Transcripts". At the bottom of the page are sections for "Upcoming events" and "In the spotlight".

Popular links

- [Academic Plans](#)
- [Calendar](#)
- [Employment](#)**
- [Sports & activities](#)

Online tools

- [ASD-TV](#)
- [Forms library](#)
- [School finder](#)
- [Bus schedules](#)
- [Library catalogs](#)
- [Transcripts](#)

Upcoming events

- SEP 24** Minority Education Concerns Advisory Committee Listening Session
- OCT 2** Testing day Oct. 2-4 State-assigned testing days

In the spotlight

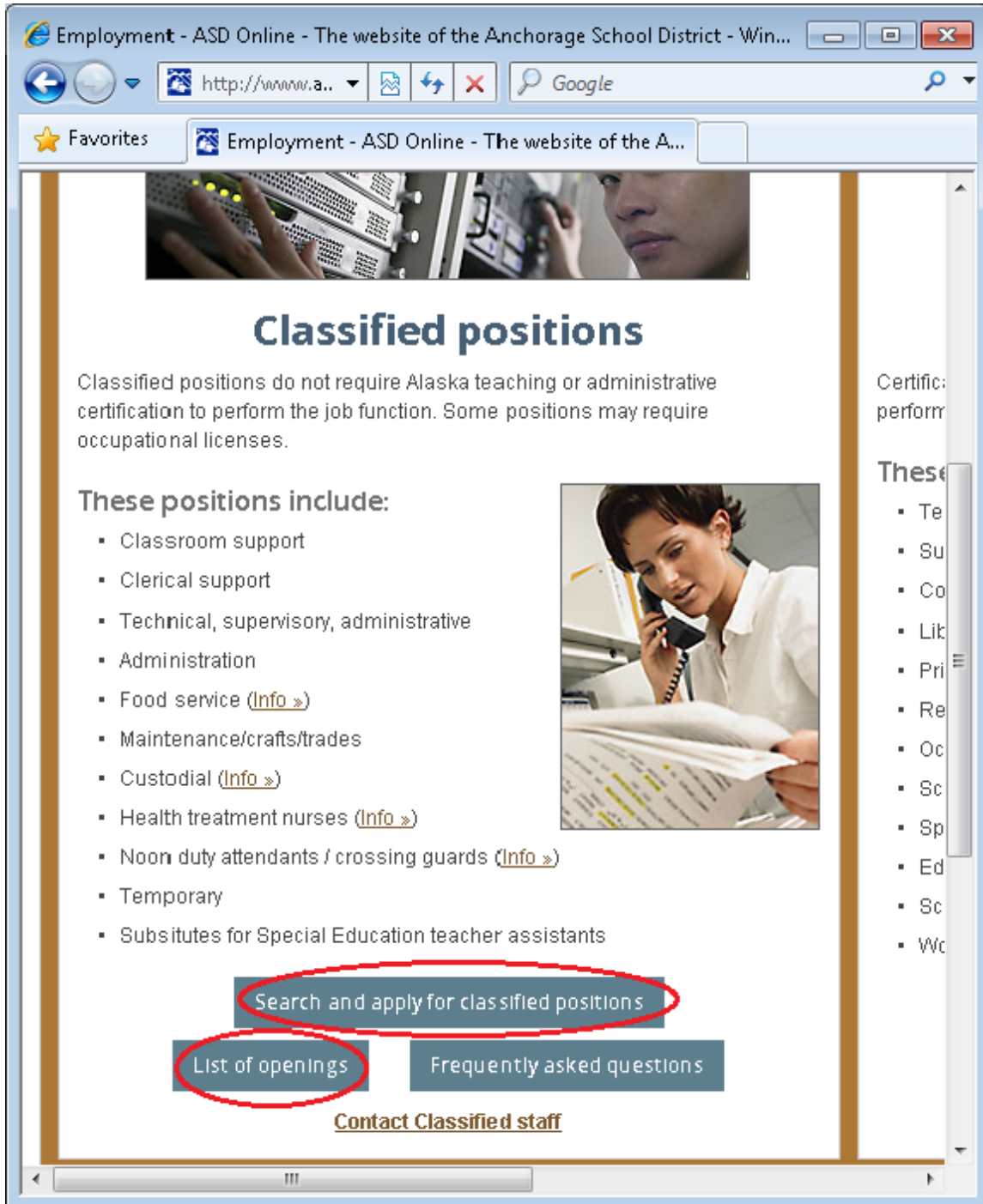
School meal payments

Parents can now use their credit card to pay online for student meal accounts. Simply log into [Zangle ParentConnect](#) and select the Online Payments link. Only Visa, MasterCard and Discover credit cards are accepted.

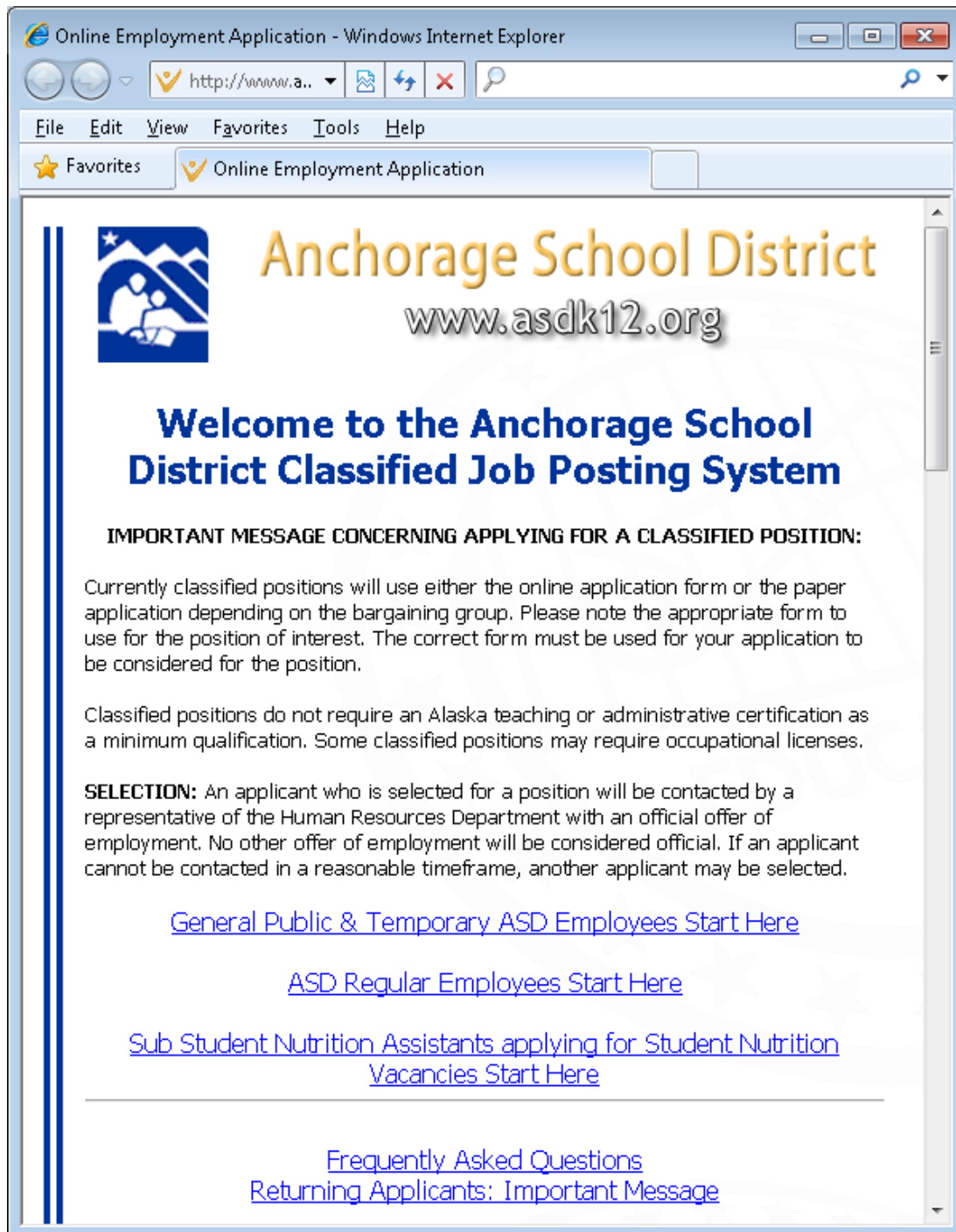
Traveling to and from school safely

On the employment page, you will see information for applying for both classified and certificated positions. When looking at the information for classified positions, you can view current vacancies in two ways:

1. Click the button titled 'list of openings' to view a brief list of current vacancies.
2. Click the button 'Search and apply for classified positions', which will bring you to the Classified AppliTrack homepage.



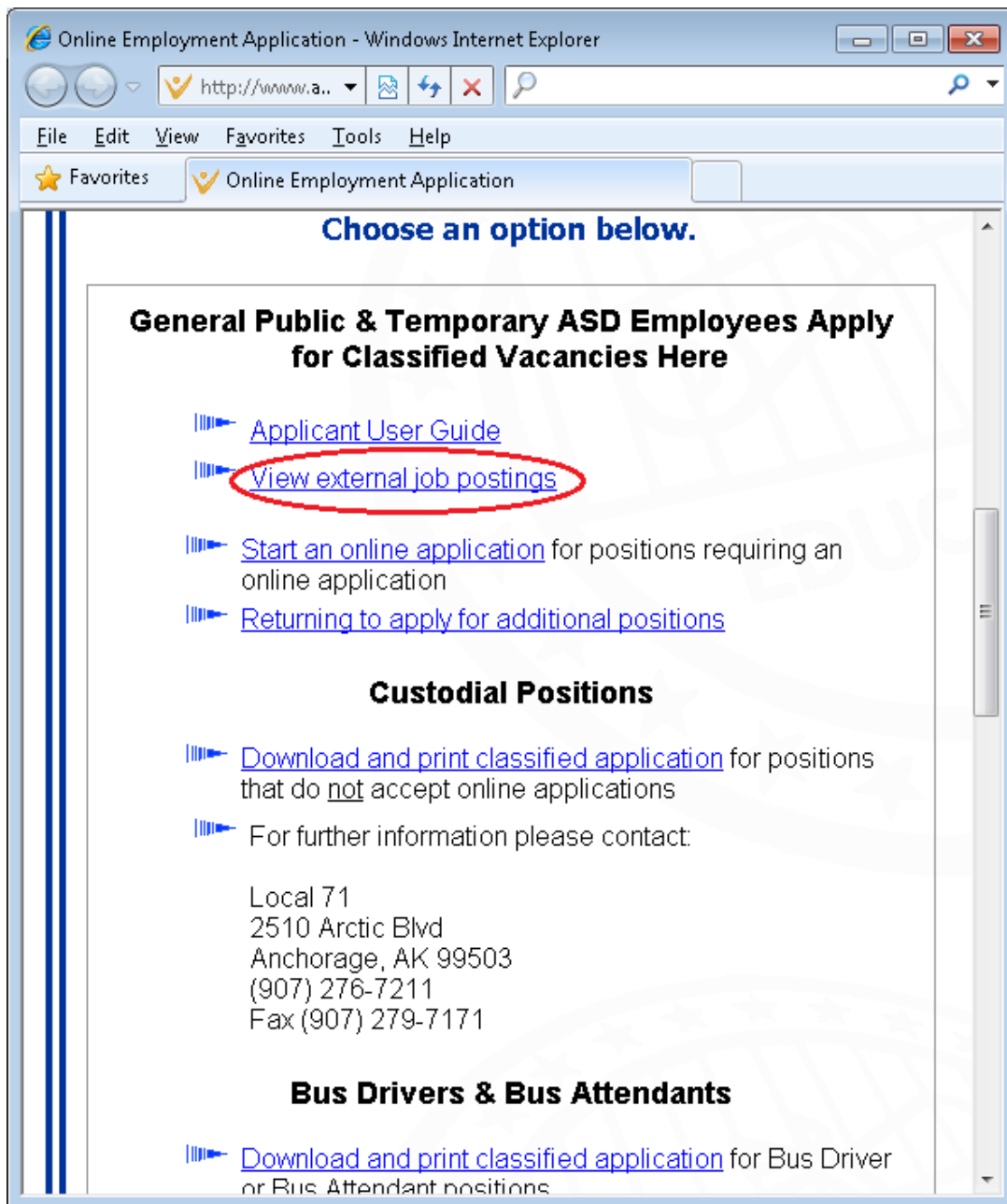
The Classified AppliTrack homepage contains the information applicants need to view and apply for classified positions. It can be accessed through the main ASD website, or directly through a web browser at www.applitrack.com/anchorageclassified/onlineapp. On the classified page, please review the important introductory information. A link to a page with frequently asked questions is also provided.



Viewing Classified External Job Postings

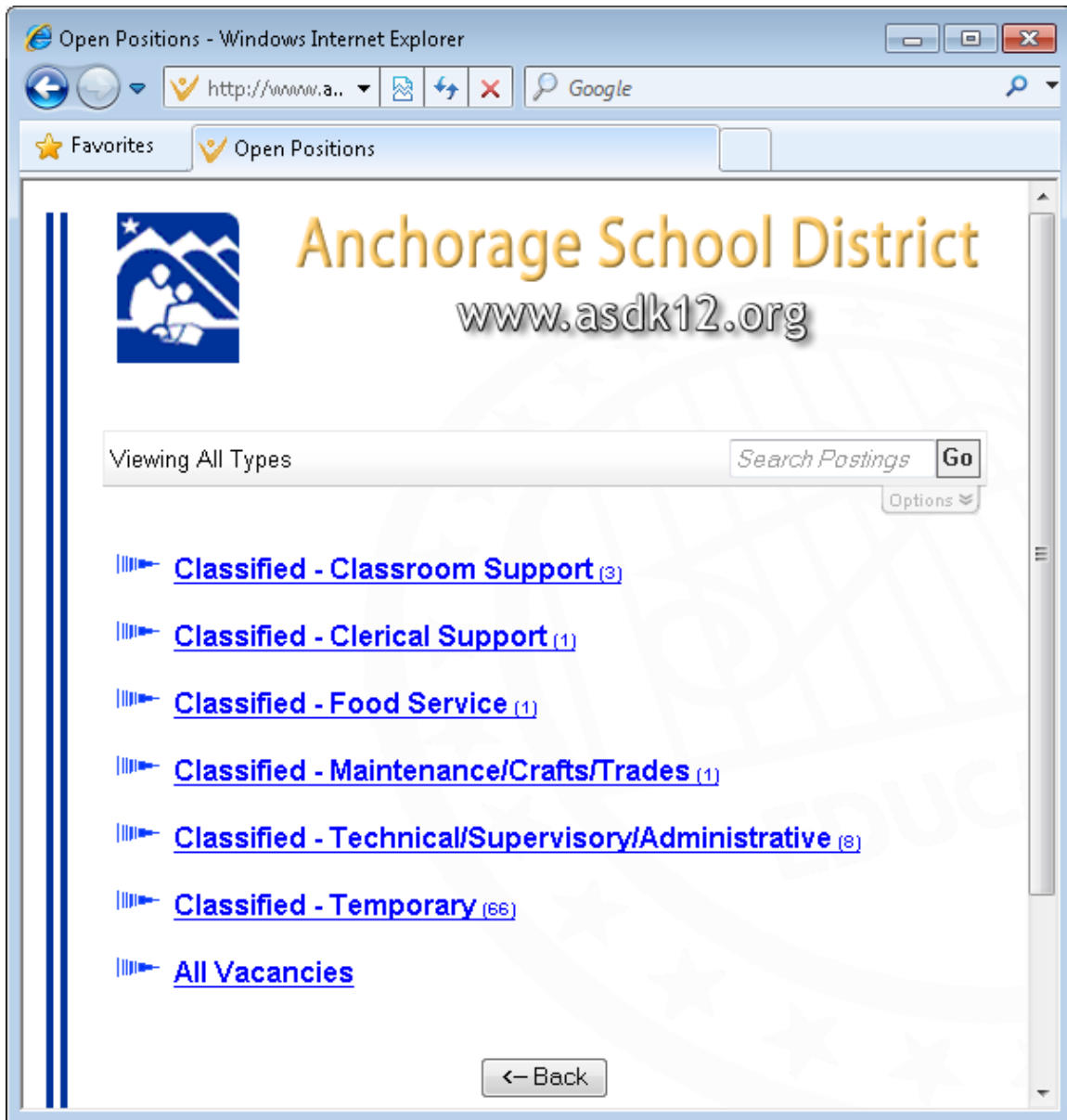
Current job vacancies are viewable on the Classified AppliTrack homepage. Look for the first section, labeled 'General Public & Temporary ASD Employees Apply for Classified Vacancies Here'. If you are a member of the public or a temporary employee with the Anchorage School District, use the links in this section to view current vacancies, start an online application, or return to your application to apply for additional positions.

- To view current job vacancies, click the link 'View external job postings' to take you to a page listing the categories of positions currently open.



The initial category page groups positions by type.

- The number after the category name indicates how many of that type are currently open.
- Click on the category name to view a list of open positions, or click all vacancies to view all open classified positions.



- The list for a category shows a short description of each position. This includes the location, hours per day, wage, and vacancy closing date.
- To view the entire job description, click 'show/hide' at the bottom of the posting summary. It will expand to show the vacancy's minimum qualifications and job duties. Click the link again to hide the description.
- To apply for a position, click the orange 'apply' button in the upper right corner of the vacancy summary. This will return you to the Classified AppliTrack entry page.
- From the entry page, please read the directions for application. If the position falls under the paper application process, the form can be downloaded from there. If it is part of the online process, start or return to a previously created application.

The screenshot shows a web browser window titled "Open Positions - Windows Internet Explorer". The address bar shows "http://www.a.." and the search engine is "DuckDuckGo". The website is for the Anchorage School District, with the logo and URL "www.asdk12.org".

The main content area displays a job listing for "Analyst, Systems" with JobID: 501352. The "Apply" button is circled in red. Below the job title, there are social media icons (Facebook, Twitter, Email, Print) and a counter showing "12".

Key details for the job listing include:

- Position Type:** Classified - Technical/Supervisory/Administrative/Analyst, Systems
- Date Posted:** 7/27/2012
- Location:** INFORMATION TECHNOLOGY
- Bargaining Unit:** ACE
- Work Day:** 8 HOURS PER DAY
- Work Year:** 240 DAYS PER YEAR
- Salary:** ACE 11 \$60,134. - \$76,749.
- FTE:** FULL TIME, 1.0 FTE
- Department:** INFORMATION TECHNOLOGY 040

Additional information is available via a "Show/Hide" link, which is also circled in red. A note at the bottom states: "Please note: All job postings close on the closing date at 9:00 PM Alaska Standard Time."

Application Procedures

1. Members of the public and temporary ASD employees who wish to apply for a position start by clicking the link 'start an online application'.
 - a. If interested in applying for a custodial or bus position, click 'download and print classified application'. Submit the completed application with a current resume to the Operations or Transportation Department.
2. From the application login page, click the button 'start'. It will take you to the first page of the application.
3. On the first page, enter your name and basic contact information:
 - a. Your email address. If you do not currently have an email address, you can set one up for free through yahoo or google mail.
 - b. A password. This will allow you to save a partly completed application and come back to it later, or to apply for additional positions in the future.
 - c. Choose a secret question and type in the answer. This will allow you to log in to your account if you forget your password.
4. Click the arrow 'next page' at the bottom right of the screen to continue.

Classified - Anchorage School District - Employment Application

Home | Employment Application | Login to Existing Application

Navigation:
1. Personal Info

Please enter all required information.

Name:
(Title) (Last) (First) (Middle Initial)

Other name under which transcripts, certificates, and former applications may be listed:
Other:
(Title) (Last) (First) (Middle Initial)

The following information is needed for you to continue your application at a later date.

- Your email address will be used to communicate with you. (be sure to use your full Internet email address ex: jean@aol.com)
- Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue the application process at any step. You can return to complete an application up to 45 days later by clicking 'Continue An Application' and then entering your email address and password.
- If you do not have an email address, click here to sign up for a free account with [yahoo mail](#).

Email Address: Available

Confirm Email:

Password:

Confirm Password:

Secret Question:

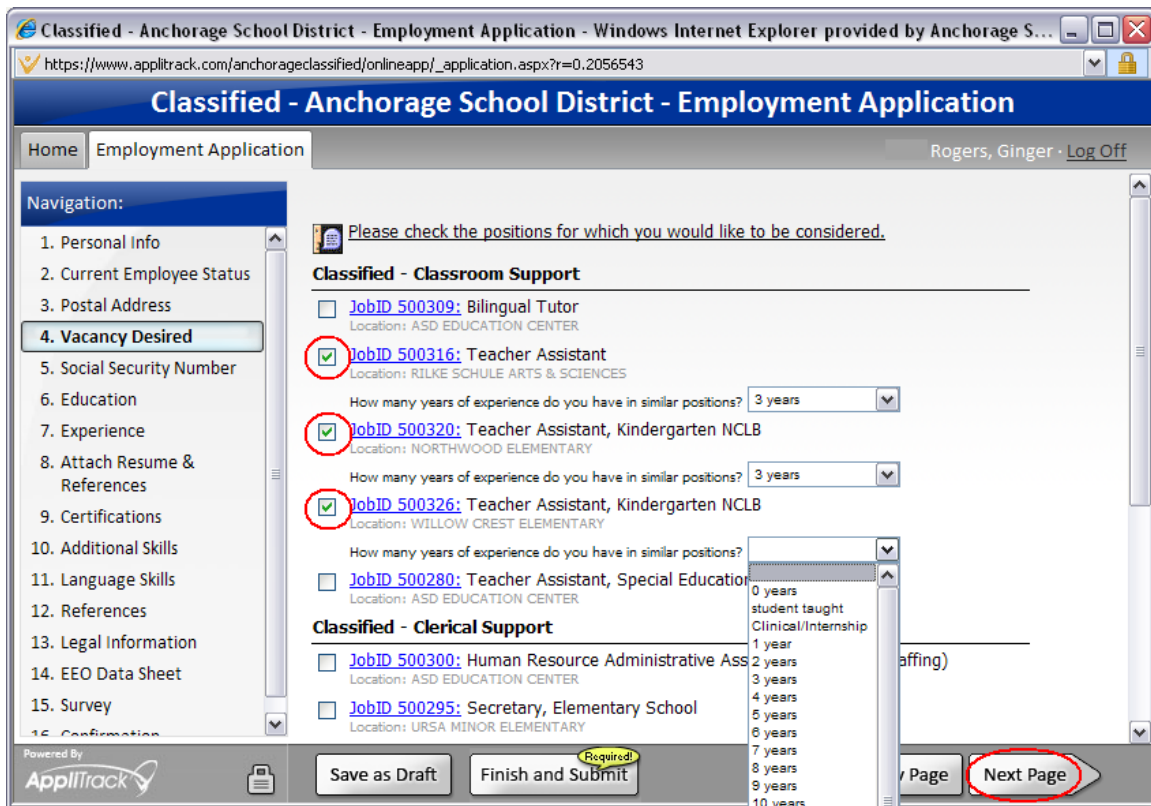
Powered By AppliTrack

Save as Draft | Finish and Submit | Prev Page | Next Page

5. On the second page, choose your current employment status with the district.
6. At this point, at the bottom of the page you will see the option 'save as draft'. Clicking this option allows you to save your application with the information you have already filled out. You can return to the application later to finish it. However, the application has not yet been submitted—you have not yet applied for a position.

7. On the next page, fill in your mailing address under 'Permanent Address'. If you are temporarily receiving your mail at another address, enter this second address under 'Present address'. Click 'next page' to continue.

8. The next page, 'Vacancy Desired', lists the currently open classified jobs. If you wish to see more information on the position, click the job ID number.
9. Click the box next to the job you are interested in to choose it.
10. If you are a returning applicant, check the boxes of your new choices. If boxes in the list are already checked, do not uncheck them unless you no longer wish to be considered for the position. If you wish to withdraw your application from consideration or have applied in error, please contact Human Resources at 907-742-4116.
11. Some positions require a certain amount of experience. After clicking the box, a question and drop down menu may pop up asking how many years of experience you have. Click the menu to choose.
12. Click the next page arrow at the bottom to continue. You may have to click it several times to scroll through the list of vacancies before the application moves to the next page.



13. Please enter your social security number, for identification purposes.
14. On the next page, type in your educational experience.
15. If you have any college or trade school education or training, enter this in the labeled boxes below your high school. Click 'next page' to continue.

Classified - Anchorage School District - Employment Application - Windows Internet Explorer provided by Anchorage Sch...

https://www.applitrack.com/anchorageclassified/onlineapp/_application.aspx?r=0.2056543

Classified - Anchorage School District - Employment Application

Home Employment Application Rogers, Ginger · Log Off

Navigation:

1. Personal Info
2. Current Employee Status
3. Postal Address
4. Vacancy Desired
5. Social Security Number
6. Education
7. Experience
8. Attach Resume & References
9. Certifications

High School Attended (Name, City and State) Beverly Cleary High School Graduation Status H.S. Diploma

Colleges, Universities and Technical/Trade Schools Attended:

1. Name and location: University of Hawai'i

| Dates Attended (mm/yyyy): | Major area of study and number of credits/hours | Minor area of study and number of credits/hours | Degree or Diploma | Date Conferred or Expected |
|---------------------------|-------------------------------------------------|-------------------------------------------------|-------------------|----------------------------|
| 09/2000 | Math | Social Studies | BA | 07/2004 |
| 07/2004 | Credits/Hours: 124 | Credits/Hours: 62 | | |

2. Name and location:

Save as Draft Finish and Submit (Required) Prev Page Next Page

16. On the experience page, fill in the name and contact information for your previous employer, starting with the most recent. Below the contact information, enter information about previous job duties.
17. Space is available to enter multiple employers. Click the link at the bottom of the page if you need to add more space. Click 'next page' when finished.

Classified - Anchorage School District - Employment Application - Windows Internet Explorer provided by Anchorage Sch...

https://www.applitrack.com/anchorageclassified/onlineapp/_application.aspx?r=0.2056543

Classified - Anchorage School District - Employment Application

Home Employment Application Rogers, Ginger · Log Off

Navigation:

1. Personal Info
2. Current Employee Status
3. Postal Address
4. Vacancy Desired
5. Social Security Number
6. Education
7. Experience
8. Attach Resume & References
9. Certifications

Beginning with the most recent employer, please provide a list of all previous employers.

1. Current or Most Recent Position Held

Employer Name: Lyndale Child Care Center

Position Title: Lead Care Provider

Employer Contact Information

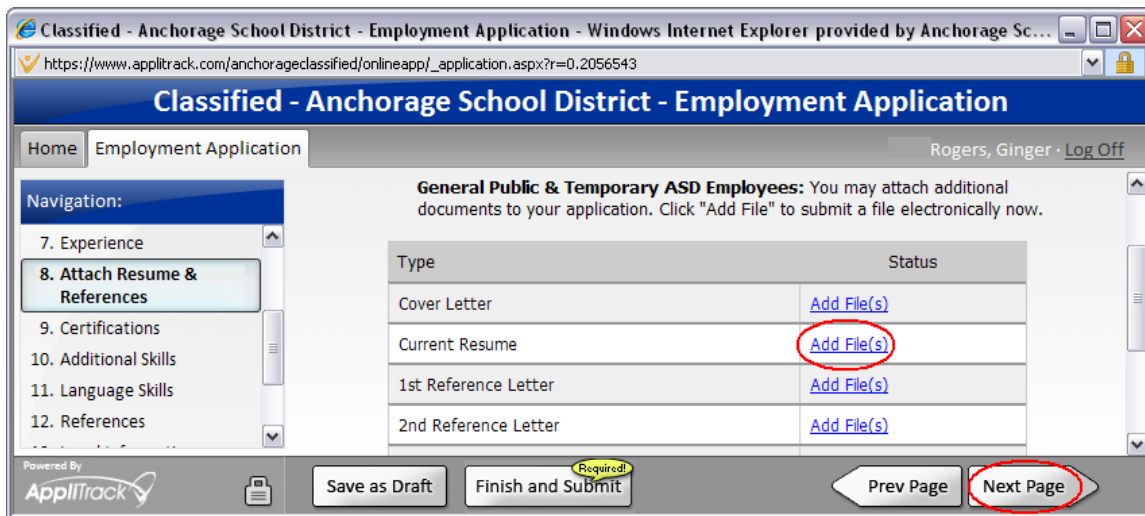
Street: 2858 Lyndale Blvd

City: Eden Prairie

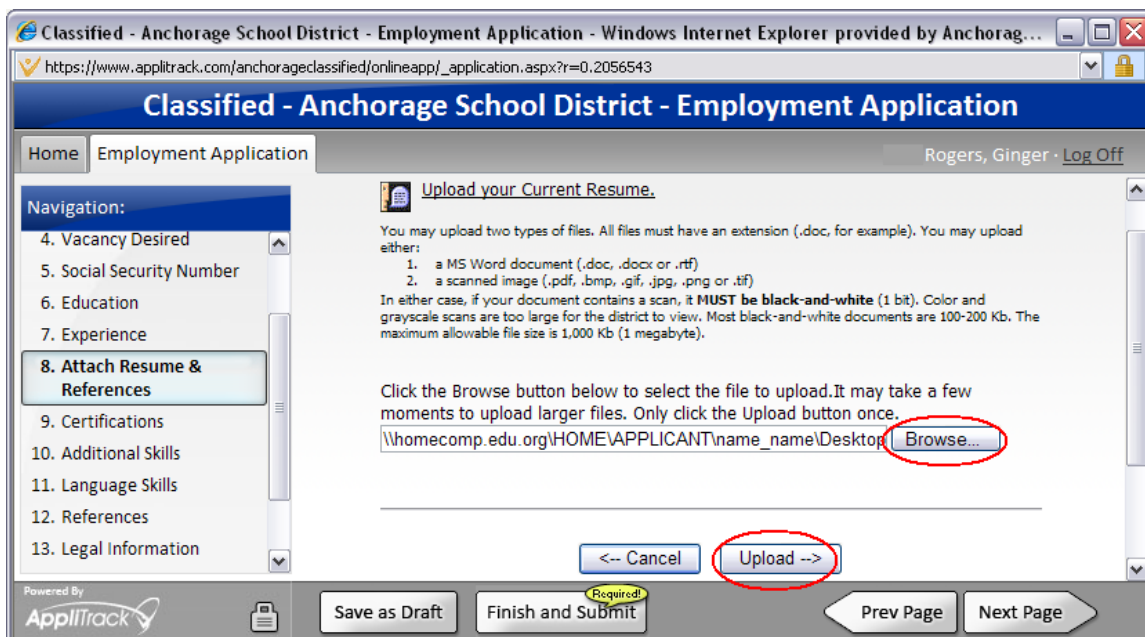
State: MN Zip: 55551

Save as Draft Finish and Submit (Required) Prev Page Next Page

18. On the 'attach resume & references' page, you may upload computerized copies of your resume, cover letter, and/or letters of recommendation, etc. You must create or scan the documents and attach the files yourself; we cannot scan or attach documents for applicants.
19. To upload the file, click 'add file' next to the type of document you are uploading.

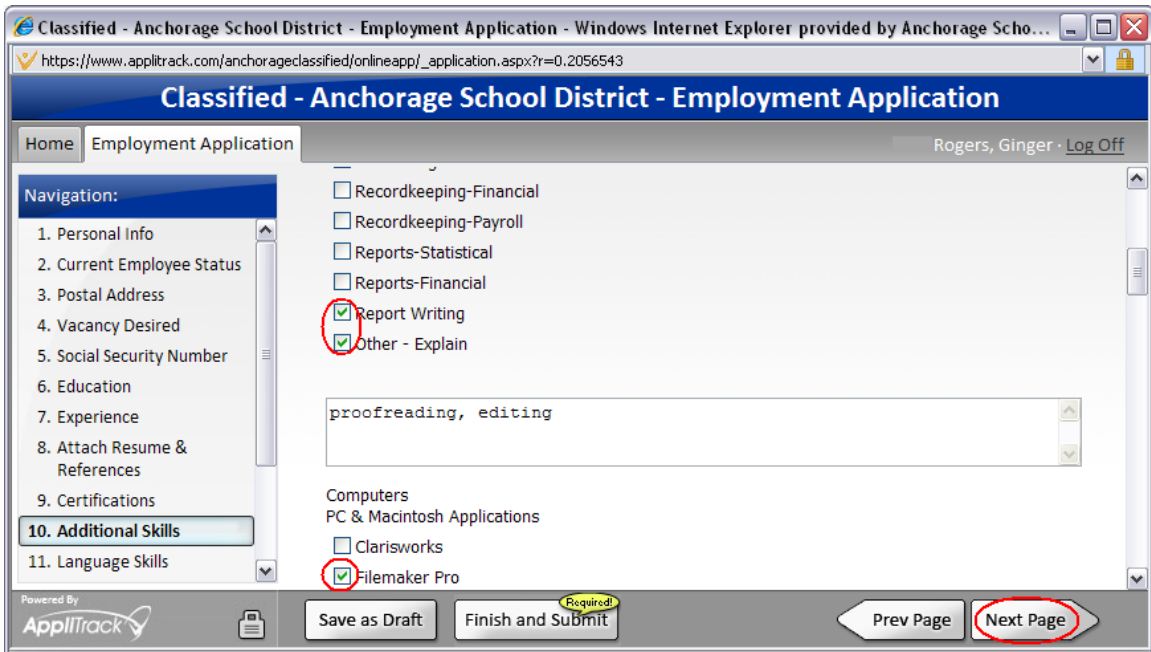


20. On the next page, click browse. Search for the document on your computer. Click the document to highlight it, then click 'open'.
21. After browsing and choosing the document, click 'upload'. A message should appear stating that the document was saved successfully. Click 'continue'.
22. Upload any other documents. When finished uploading, click 'next page'.

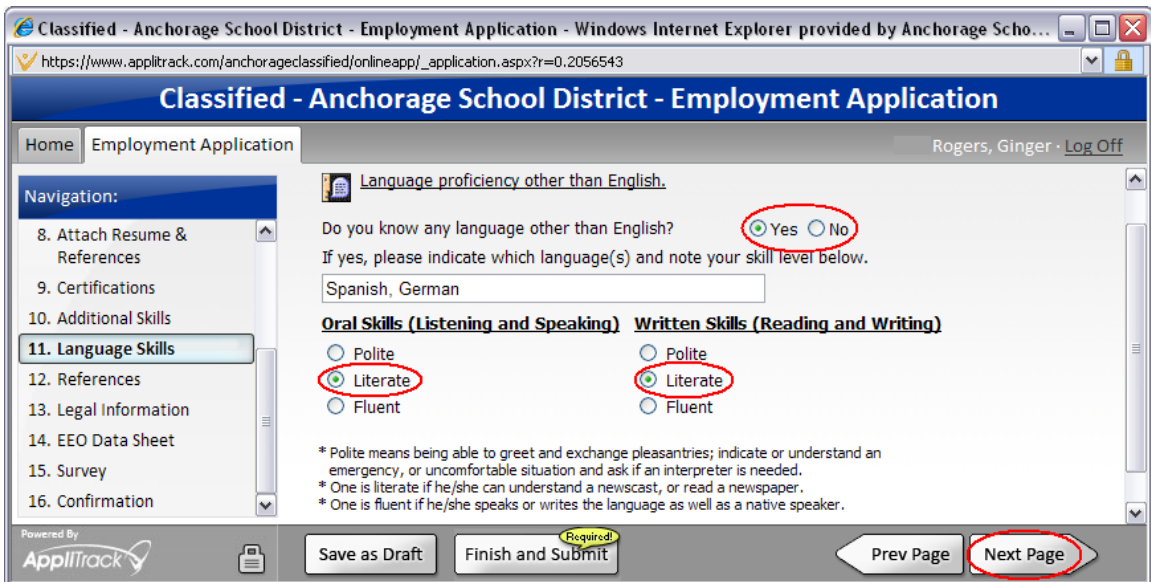


23. Enter your social security number and click 'next page'.

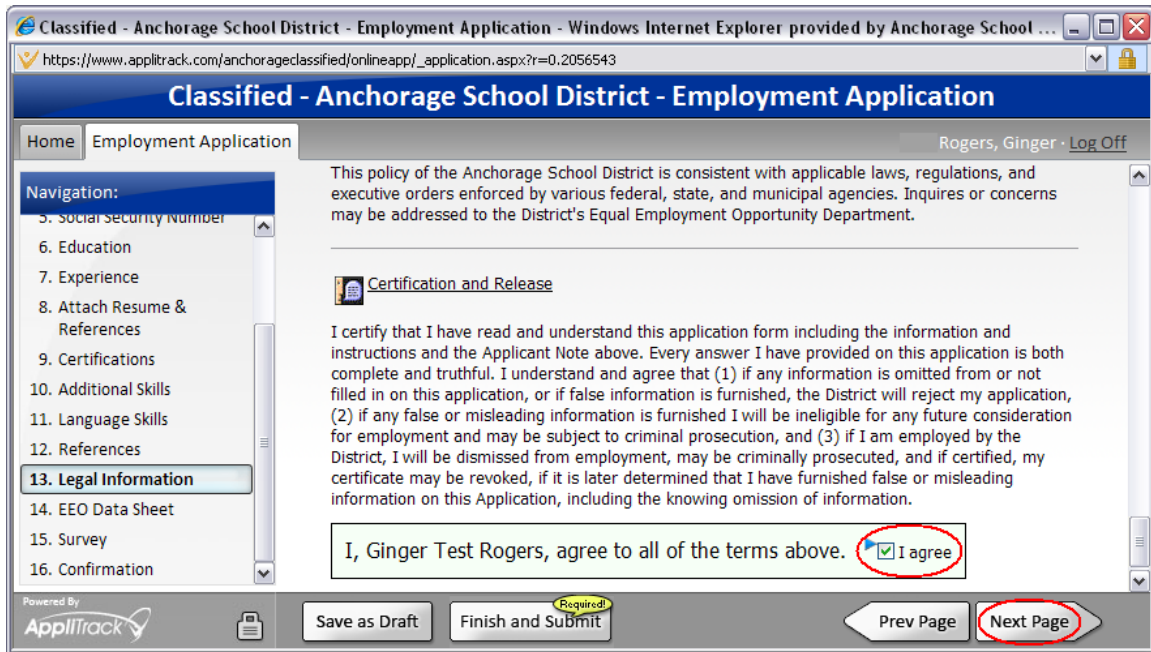
24. Enter any certifications you may have and the date the training took place. Click 'next page' when finished.
25. For additional skills, check the box next to all skills with which you have experience. If you have a skill not listed, type it into the box provided for the skill type. Click 'next page' to continue.



26. Next, click 'yes' or 'no' regarding whether you speak a language other than English. If you answer yes, please list the other language(s) and choose your level of understanding of that language. Click 'next page' when finished.

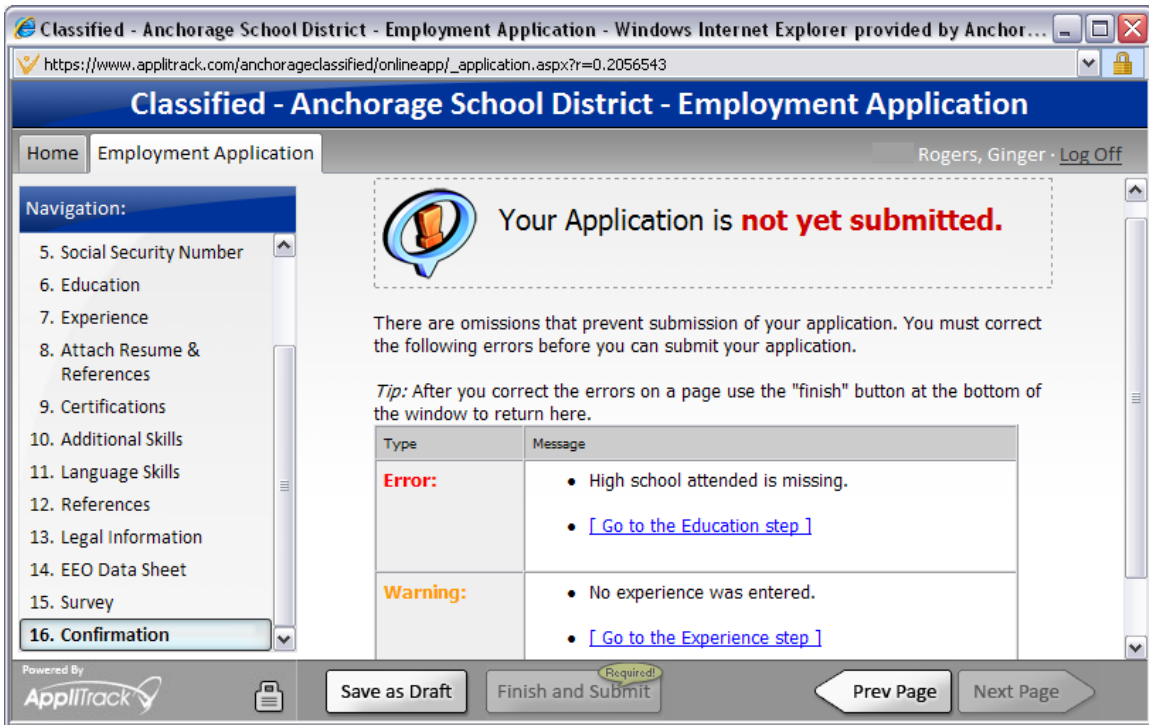


27. For references, please enter the name and contact information for at least three people who you have worked with or for. You may add more spaces by clicking the link at the bottom. Click 'next page' when finished.
28. On the legal information page, please read the entire document and answer yes or no to the questions. If you answer yes, you must type a statement regarding the issue in the text box provided.
29. After answering all the questions, please be sure to click 'I agree' at the bottom of the page, then click the arrow to continue.

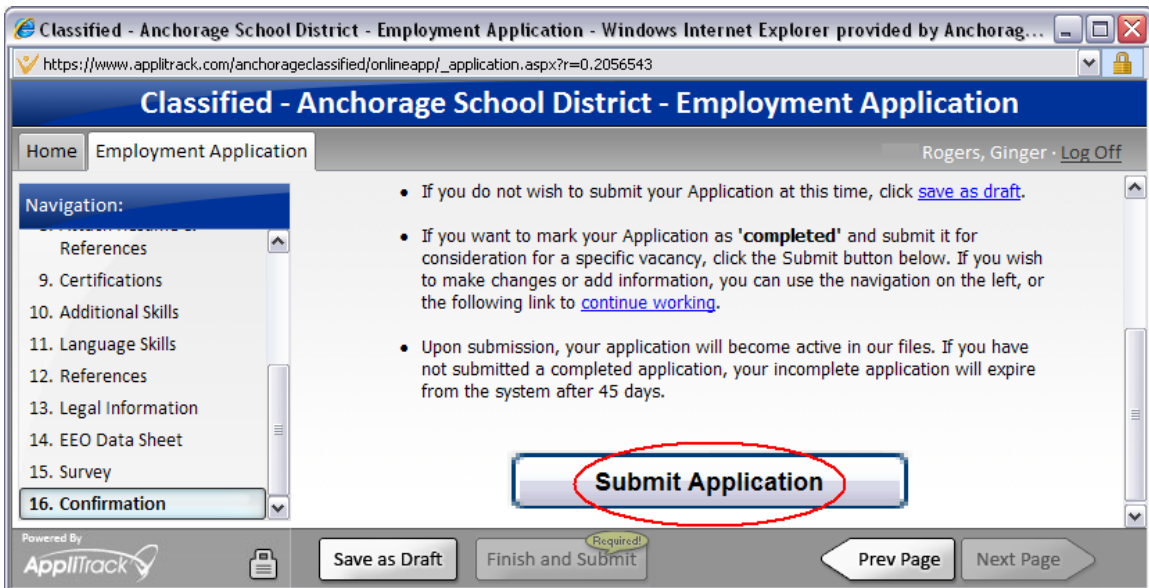


30. Please fill out all the questions on the Equal Employment Opportunity page. The answers to these questions are confidential and not used in the hiring process. Click next at the bottom when finished.
31. Please fill out the survey at the end of the application. It will assist us in our recruitment efforts for classified positions.

32. If at the end of the application you receive an error or warning, you must complete the missing information on the indicated pages before submitting. An application with missing information can be saved as a draft to work on later.



33. After completing all information, click 'submit application' to submit it.



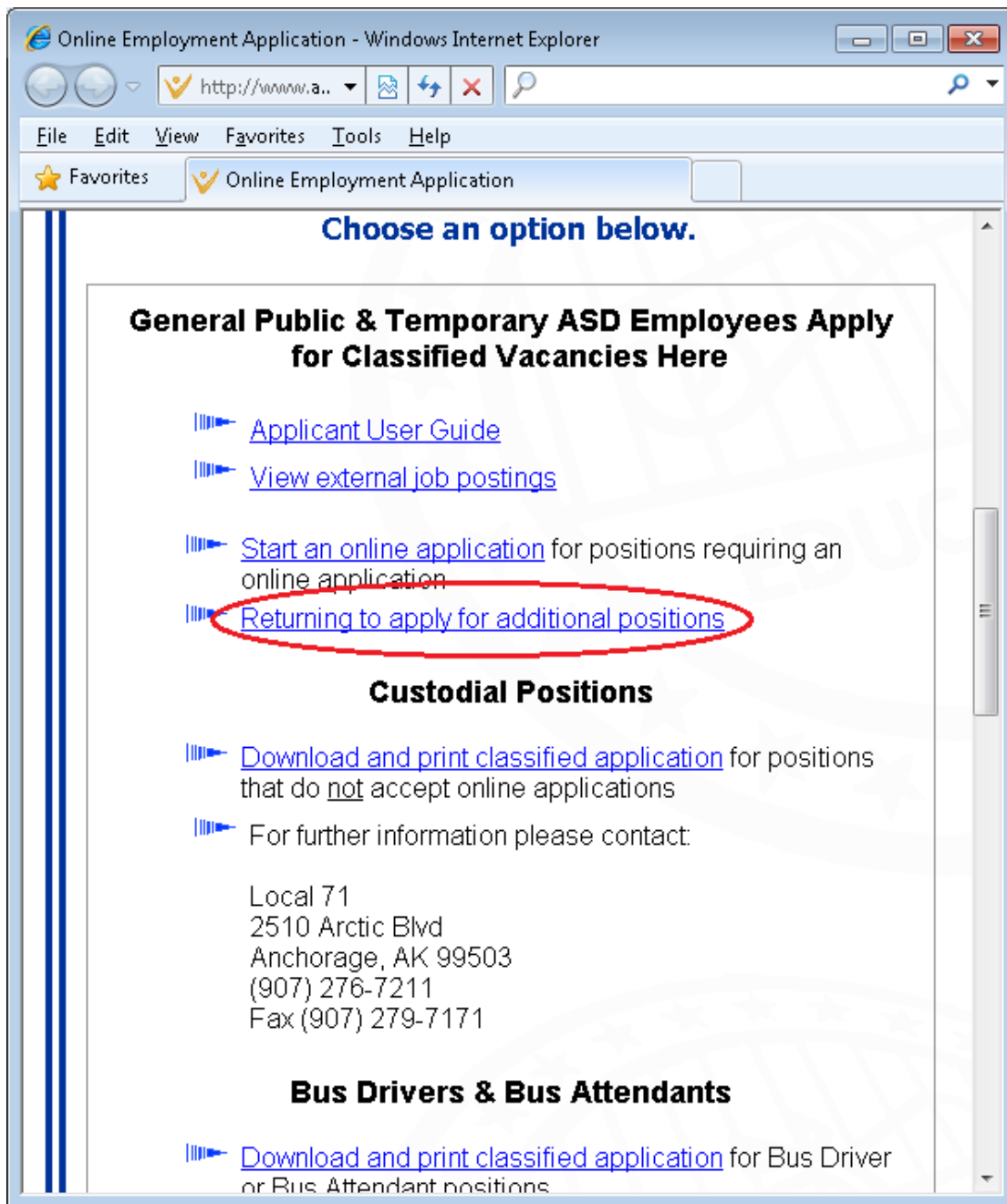
34. On the last page, you will have the option to print the application.

35. If the application is submitted successfully, you will receive an automated email confirming your application and listing the positions for which you applied.

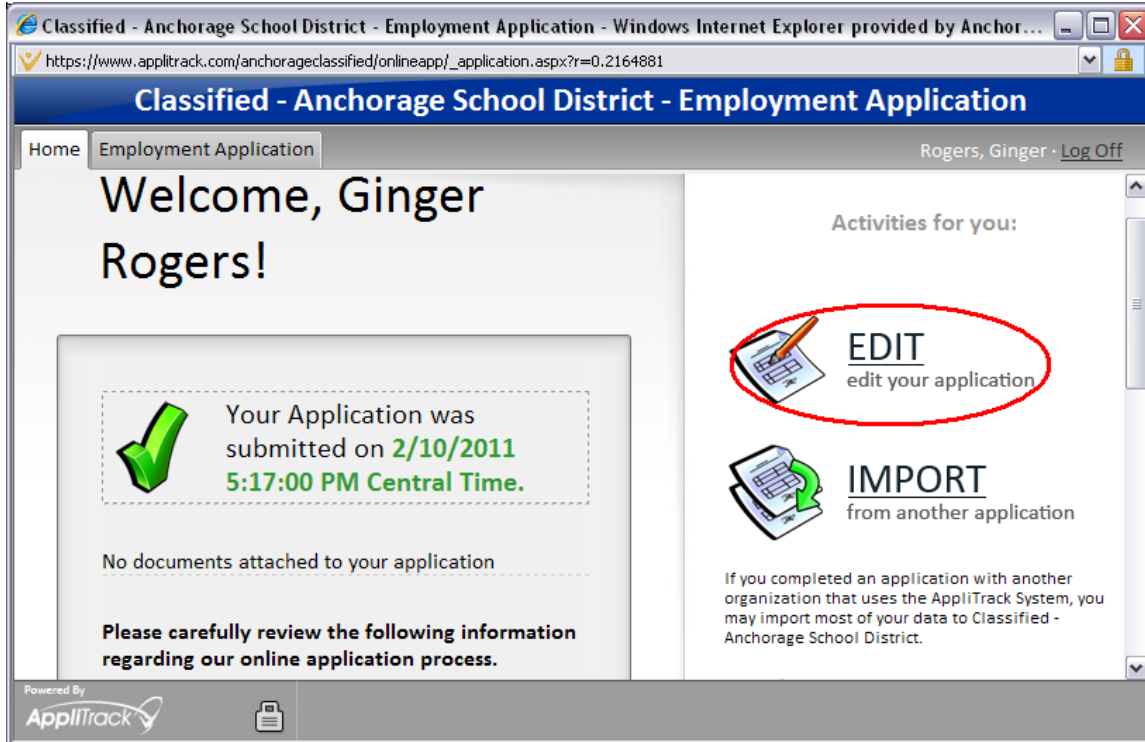
Returning to the Application

If later other positions open in which you have interest, you do not need to start a new application. You can log back into the account you already created.

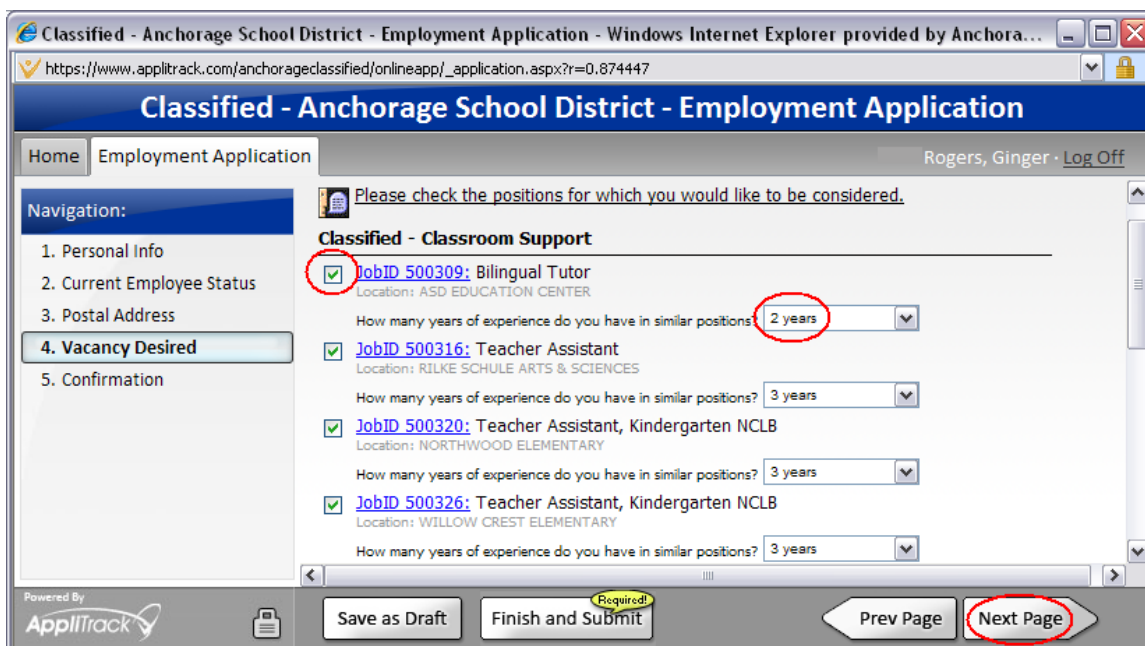
1. Start from the main Classified AppliTrack web page. Under the heading for the general public, click 'returning to apply for additional positions'.
2. Enter the email address and password you provided earlier and click 'log in'.



- From the greeting page, click 'edit' on the right hand side.



- Once logged in, make sure your information is up to date. Click 'next page' at the bottom to view each page.
- On the page 'vacancy desired', click the box next to the position. Click 'next page' to move through to the end of the application.



6. Note that if the position has closed, it will not show in the 'vacancy desired' section, even if you applied for it while it was open. A Human Resources employee can confirm receipt of your application for a specific posting, if necessary.
7. Continue reviewing each page as you go, clicking 'next page' at the bottom right.
8. The last page is the confirmation page. After making sure the previous pages are filled out, click the button 'submit application'. The next page will confirm your new application choices, and you will also receive an email listing the new vacancies for which you applied.

