

How to Apply for New Jobs in Applitrack

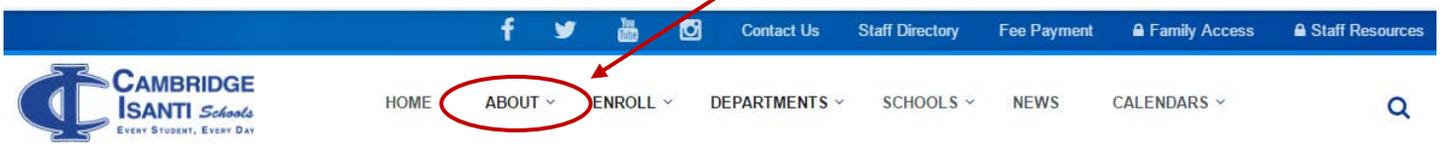
1. Open a web browser, such as Google Chrome or Mozilla Firefox, by double clicking on the icon on the desktop of the computer.



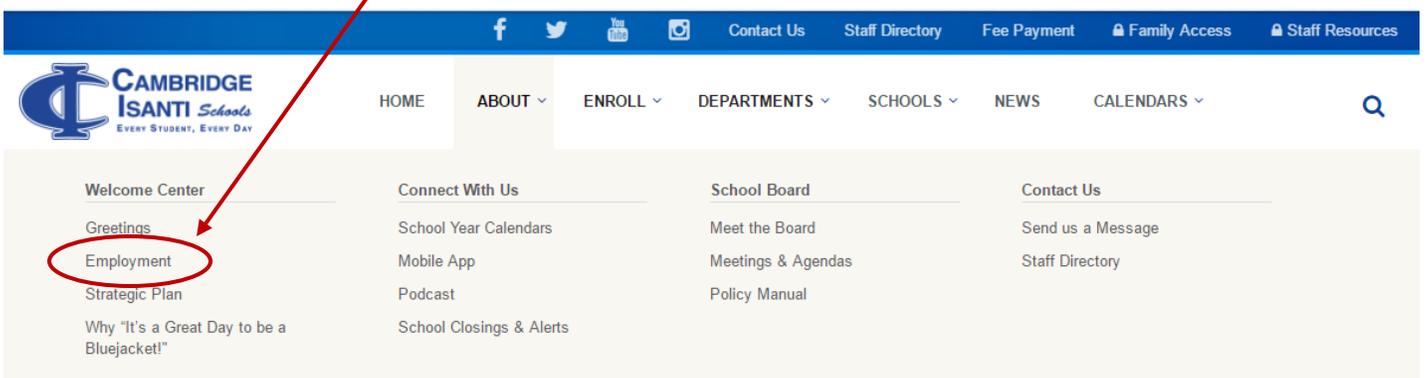
2. In the address bar at the top of the web browser window, type www.c-ischools.org and hit enter.



3. Hover your mouse over the "About" link at the top of the page. A drop down menu will open up.



4. Now click on the "Employment" link.



5. Now you're on the employment page. Simply click anywhere on the big blue button to be brought to a list of the current available positions within the district.

Employment



CLICK TO APPLY FOR EMPLOYMENT WITH CAMBRIDGE-ISANTI SCHOOLS

6. Now you're on the Applitrack home page. Click on the "Log in" button under "Internal Applicants" to start your application.

*Please note: if you already have an account you'll be prompted to sign in on the next screen. If you don't have an account you'll be able to create one on the next screen.

Internal Applicants



Internal applicants only.

[View internal positions](#)

[Submit an internal application/transfer form](#)

Log in ▶

7. If you have an account, log in with your email address and password you used to set up your account. If you do not have an account, click on the "START" button on the right hand side of the screen to create one.

Cambridge-Isanti Schools - Employment Application

Home | Employment Application | [Login to Existing Application](#)

Log in below.

Enter your email address and password.

Email Address: *

Login ID Required

Password: [Forgot Password](#) *

Password Required

Activities for you:

-  **START**
begin the process
-  **LOGIN**
to existing account
-  **IMPORT**
from another account

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to Cambridge-Isanti Schools.

8. If you already have an account, you'll be brought to your home page, which details the previous jobs you've applied for. To submit an application for a new position, or update your information for future positions, click on the "Employment Application" tab at the top of the screen.

Cambridge-Isanti Schools - Employment Application

Home **Employment Application** Forms Log Off

Welcome, Jessica

Your Application was submitted on **9/21/2016 8:18:00 AM Central Standard Time.**

Your submission history is below.

Submission History	Date Submitted
Secretarial/Clerical •	9/21/2016 8:17:47 AM
Secretarial/Clerical •	7/10/2015 9:15:36 AM
Secretarial/Clerical •	6/27/2015 11:25:10 AM

Activities for you:

- FORMS**
complete additional forms
- EDIT**
edit your materials
- IMPORT**
from another account

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to Cambridge-Isanti Schools.

- PRINT**
print your materials

9. If you do not have an account, once you've clicked on the "START" button, you'll be able to set up an account and then continue through each step of the application process.

*Please note: keep clicking the "Next Page" button to move to the next step of the application process. If you want to save your work and return at a later date, simply click the "Save as Draft" button at any time.

Cambridge-Isanti Schools - Employment Application

Home Employment Application [Login to Existing Application](#)

Navigation:

1. Personal Info

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

Other name under which transcripts, certificates, and former applications may be listed:

Other:
(Title) (First) (Middle Initial) (Last) (Suffix)

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 25 days later by clicking 'Continue/modify my application for employment' 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:**

* **Confirm Email:**

* **Password:**

* **Confirm Password:**

* **Secret Question:** Choose One

* **Secret Answer:**

Applicant Tracking Formerly AppliTrack Recruit & Fit

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

10. If you already have an account, and you're looking to apply for a new position, check to be sure your personal information is correct in every section of the application. Click the "Next Page" arrow button to move to the next section of the application.

*When you reach the "Vacancy Desired" section, put a check mark in the box(es) next to the job(s) you want to apply for. Continue through the rest of the application by clicking the "Next Page" arrow button.

The screenshot shows the 'Vacancy Desired' section of the Applitrack application. The left sidebar lists 20 sections, with '4. Vacancy Desired' selected. The main content area displays various job categories with checkboxes for selection. The 'Instructional Assistant on the Bus' job (JobID 2322) is selected with a checkmark. The 'Next Page' button at the bottom right is circled in red. A red arrow points from the 'Next Page' button to the 'Instructional Assistant on the Bus' job.

11. Once you've entered all the necessary information, and you're happy with your application, click on the "Finish and Submit" button.



12. Now you'll be asked if you're sure you want to submit your application at this time. Simply click "yes" and then your application will be sent to the hiring manager and you'll be in the running for the new position(s)!

Helpful Tips

*You can also reach the Applitrack log in page by typing www.applitrack.com/cambridge/onlineapp into a web browser, instead of going to the district web page and navigating through those various pages.

*Once you've entered your personal information into Applitrack once, every time you log back in to apply for another position your information will auto-fill. This should save you time when applying for new positions. Sometimes you may need to add additional information, depending on what questions a specific job has on their application, but the vast majority of information will be transferable.

*You can log into Applitrack at any time to update your personal information. This is useful because it makes it easier (and quicker) for you to apply for a job when one becomes available in the future.