



Application Reference Guide

External (Non-Employee) Applicants

This document takes you through the PeopleSoft Applicant Tracking System basic process of applying for job openings at Portland Public Schools.



Application Reference Guide

External (Non-Employee) Applicants

This document takes you through the PeopleSoft Applicant Tracking System basic process of applying for job openings at Portland Public Schools.

- After you have read this *reference guide* and are ready to apply for positions, you can begin the application process by going to <http://www.pps.net/>, click on Jobs.
- In order to complete an online application, you will need the following information:
 - Personal information including address and contact phone numbers.
 - Education history including attendance dates, school locations and G.P.A. information.
 - Employment history including work dates, duties, addresses, contact names and phone numbers.
 - Professional references including contact information.
 - Licensure and certification details (if applicable)
 - Working Email
 - You must have a working e-mail address to apply for positions. You will be notified via email when your application is received as well as when a job opening to which you have applied for has been closed. If you do not currently have an e-mail address, please create one before applying. There are several free e-mail providers such as Yahoo, Hotmail, and Gmail.
- As you begin the application process, you may find it useful to keep these instructions handy.

Helpful Tips:

1. First-time applicants will need to register with a user name and password.
2. Once you have registered a username/password; if you forget either your username or password, click on Forgot username/password. Your username/password will then be e-mailed to the e-mail address you registered with.
3. Do **NOT** use the BACK button in your browser. You will lose the data you have entered. Use the “Return to Previous Page” or “Return to Application” button.
4. The system will time-out after 20 minutes of inactivity. If this happens and you have not saved for later, your information will be lost. To ensure this doesn’t happen, periodically click on the “save for later” button in the application.
5. Be sure your application is complete prior to submitting it to a job posting. Submitted applications cannot be edited.
6. To view a listing of Frequently Asked Questions, visit the Human Resources Employment Opportunities page and click on the ‘Online Application FAQ’ button.
7. When completing the online application, you have the ability to attach a resume and other files that are relevant to the position for which you are applying.
8. When searching for jobs on the Careers Home page, you may use the Job Filters section or Search option to search by location, department, keyword, or by selecting different Job Function. To view all job listings, leave all categories blank and click on the “Search” button.

9. If you see a job opening you wish to apply for, select the posting title and click on “Apply”.
10. You may create a draft application via the “apply without selecting a job” link, even if you do not find a specific position for which you want to apply. Once your draft is established, you can return later and apply for positions.
11. All jobs will contain a set of required questions. Please answer all questions truthfully and accurately. These questions are related to job function and your answers will not transfer over to additional jobs you apply too. These questions may differ from year to year. You will have the opportunity to review and change any answers prior to sending the application for PPS review; once the application has been submitted, you will no longer be able to change your answers.

Employment Online Application Process



The following table lists the features available through Candidate Gateway.

EXTERNAL APPLICANT

- | |
|---|
| • <u>Search for job openings.</u> |
| • <u>Save search criteria and job agents.</u> |
| • <u>Save job openings.</u> |
| • <u>Apply for job openings.</u> |
| • <u>Submit applications.</u> |
| • <u>View notifications.</u> |
| • <u>View latest job postings.</u> |

On your Careers Home Page you will see the following menu bar across the top of the page.



My Notifications: Communications from Human Resources regarding requests for additional information, interview notifications, and job offers are located here.

My Notifications

PPS Job Search | **My Notifications** | My Job Activities | My Favorite Jobs | My Saved Searches | My Account Information

Job Title	Job ID	Status	Location	Offer Date	Expiration Date
Deputy General Counsel	15711	Accepted	BESC	09/27/2016	
Coach - Varsity Girls Basketball	15702	New	Lincoln HS	10/04/2016	10/14/2016

Subject	Status	Received	Delete
You are scheduled for a job interview: Coach - Varsity Girls Basketball (Job ID 15702)	New	09/29/2016 10:43AM	[X]
You have a job offer: Deputy General Counsel (Job ID 15711)	Viewed	10/04/2016 1:40PM	[X]
You have a job offer: Coach - Varsity Girls Basketball (Job ID 15702)	New	10/04/2016 11:12AM	[X]

Return to Previous Page

PPS Job Search | **My Notifications** | My Job Activities | My Favorite Jobs | My Saved Searches | My Account Information

My Job Activities: Your applications, resumes, cover letters and other attachments are house here. If you choose to withdraw your application from a job posting, you would do so from this screen.

My Job Activities

PPS Job Search | My Notifications | **My Job Activities** | My Favorite Jobs | My Saved Searches | My Contact Information

Signed In as Current

Display applications from All Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Substitute Teacher-Classroom	15776		Submitted	11/03/2016 2:28PM	11/03/2016 2:28PM	Withdraw
Teacher - Intensive Skills - Gr 6-8	15782	Holladay Center	Submitted	11/03/2016 3:15PM	11/03/2016 3:15PM	Withdraw
Teacher-K8 Gr 4	15764	Beach PK-5	Submitted	11/08/2016 9:53AM	11/08/2016 9:53AM	Withdraw
Media Specialist-K8	15724	Arleta K-8	Submitted	11/08/2016 12:03PM	11/08/2016 12:03PM	Withdraw
Athletics Secretary	15796	Benson HS	Submitted	11/17/2016 10:33AM	11/17/2016 10:33AM	Withdraw
Athletics Secretary	15796	Benson HS	Submitted	11/17/2016 10:21AM	11/17/2016 10:21AM	Withdraw

Resume	Attached File	Date Created
Employee_Sub_Resume	Resume_TAM.docx	11/03/2016 12:39PM
Employee_Resume.pdf	So_So_Resume.pdf	11/08/2016 9:19AM
employee_Resume.pdf	So_So_Resume.pdf	11/08/2016 11:31AM

Attachment	Job ID	Attachment Title	Attachment Type	Uploaded
Cvr_Ltr_TAM.docx	15776	Employee_Sub_CvrLtr	Cover Letters	11/03/2016 12:38PM

My Favorite Jobs: On the PPS Job Search page you are able to mark favorite jobs by clicking on the star. All jobs you have marked with a star will show up in My Favorite Jobs section.

My Favorite Jobs

PPS Job Search | My Notifications | My Job Activities | **My Favorite Jobs** | My Saved Searches | My Contact Information

Signed In as Current

Select Job Title to review the job details. You can apply for multiple jobs by checking each job and selecting the Apply for Selected Jobs button.

Job Title	Job ID	Location	Status	Job Family	Posted Date	Saved Date
Teacher-SPED Gr 6-8 CB-Team	15763	Oakley Green 4-8	Open	PAT	10/04/2016	11/03/2016
Media Specialist-K8	15724	Arleta K-8	Open	PAT	09/29/2016	11/08/2016

Apply for Selected Jobs Remove Selected Jobs Refer a Friend

Return to Previous Page

PPS Job Search | My Notifications | My Job Activities | **My Favorite Jobs** | My Saved Searches | My Contact Information

My Saved Searches: On the PPS Job Search page you are able to save a search that you will perform multiple times. These saved searches will show up on the My Saved Searches page.

My Saved Searches PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | **My Saved Searches** | My Contact Information Signed In as Current

The Search button performs the search and shows your results on the Job Search page.

Search Name	Created On	Notifications Email	Notification Expires On	Edit	Delete	Search
HUMAN RESOURCES	11/08/2016	test@gmail.com	No Expiry			<input type="button" value="Search"/>

Return to Previous Page PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | **My Saved Searches** | My Contact Information

My Account Information: You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

My Account Information PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | My Saved Searches | **My Account Information** Signed In as Prospective

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Account Settings

User Name: employee Preferred Contact Method:

Password:

Name

Name Prefix:

*First Name: Middle Name:

*Last Name: Name Suffix:

Address

*Country:

*Address 1:

Address 2:

Address 3:

*City: *State:

*Postal: County:

Email Address

*Email Address	Primary	*Email Type	Delete
<input type="text" value="pemployeepps@gmail.com"/>	<input checked="" type="checkbox"/>	<input type="text" value="Home"/>	

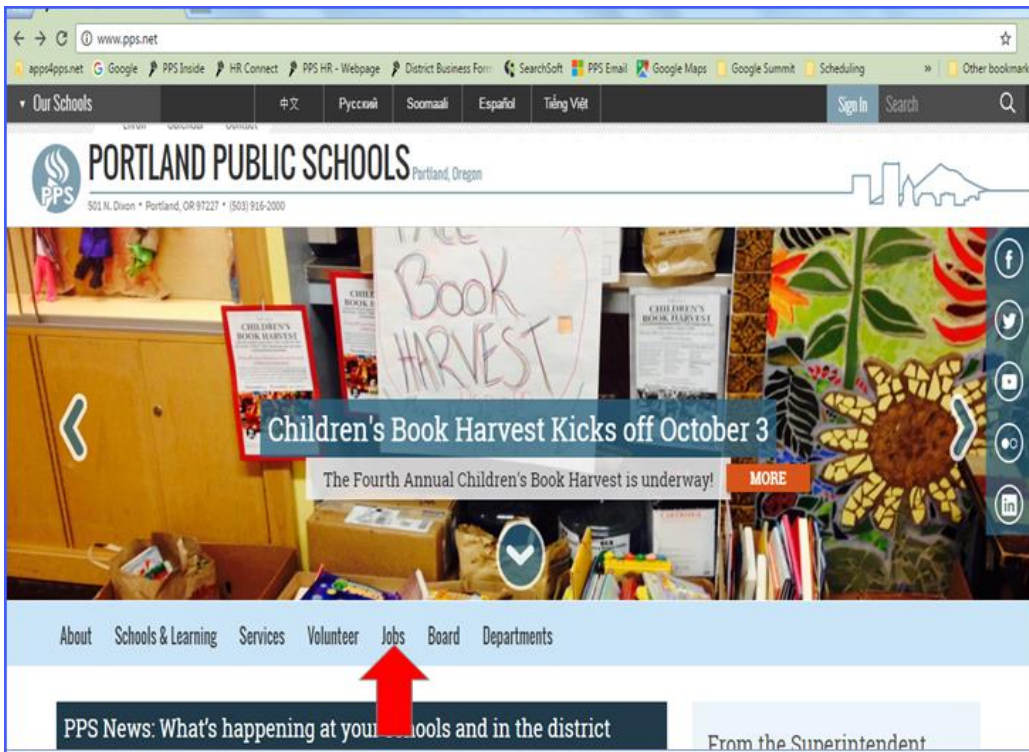
Phone

*Phone Number	Extension	Primary	*Phone Type	Delete
<input type="text" value="222/222-2222"/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="text" value="Home"/>	

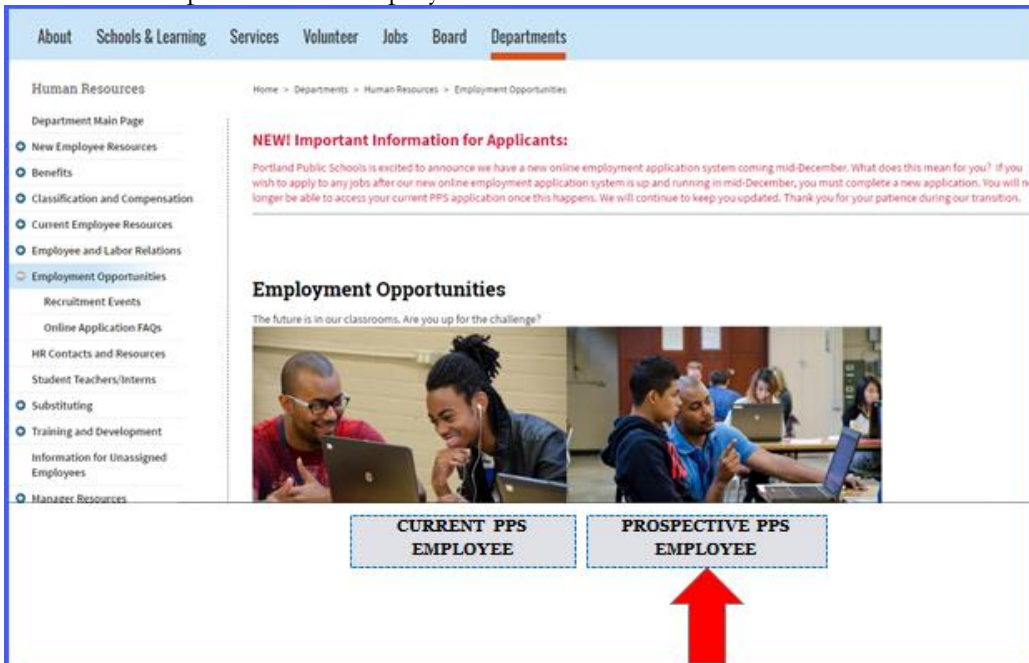
*Required Information

How to Apply

Start by going to, <http://www.pps.net/>. Click on “Jobs”.



Click on “Prospective PPS Employee”



This brings you to the Candidate Gateway landing page which provides general information and hiring notification updates. Click on “Search Jobs Now” to enter Candidate Gateway.

ORACLE All Search Advanced Search

PPS PORTLAND PUBLIC SCHOOLS WELCOMES YOU!

Portland Public Schools (PPS), founded in 1851, is an urban school district in Portland, Oregon. As the largest school district in the Pacific Northwest, PPS serves more than 49,000 students in 78 schools, as well as alternative schools, charter schools and specialized programs for students with special needs.

At PPS, our mission is to have every student by name prepared for college, career and participation as an active community member, regardless of race, income or zip code.

To obtain more information about our district, schools, learning environment and programs, please go to: <http://www.pps.net/>

The District is focused on eliminating systemic racism and it's impact on student learning. We are committed to equal opportunity and nondiscrimination in all it's educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of incomes; mental or physical disability or perceived disability; or military service. Portland Public Schools is an equal opportunity and affirmative action employer.

Search Jobs Now

Our company is committed to diversity. We are an Equal Opportunity/Affirmative Action employer.

First-time applicants can create a profile and register a user name and password by clicking on “New User/apply without selecting a job” or by clicking on “Apply for selected job” from any posting you wish to submit an application for.

PPS Job Search Sign In | New User

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, save your search and access our online career tools.

Keywords Search Search Tips

Filter by

Recruiting Location

- BESC (15)
- Arieta K-8 (3)
- Student Transportation (3)
- Alameda K-5 (2)
- Lent K-8 (2)
- More...

Department

- Human Resources (8)
- Arieta (3)
- No Value (3)
- Alameda (2)
- Lent (2)
- More...

Job Function

- Licensed Professional Ed. (18)
- Management (8)
- Classified (3)
- Transportation (3)
- Coach (2)
- More...

Job Posted In

- 2016 (43)

Apply Without Selecting a Job

41 matches found

Sort By Posted Date

Search Results

Job Title	Department	Location	Job Function	Posted Date
Sr Director-Schools - 15765	Department: Pk-12 Programs	Location: BESC	Job Function: Management/Professional Staff	Posted Date: 10/07/2016
Teacher-K8 Gr 4 - 15764	Department: Beach Pk-8	Location: Beach Pk-8	Job Function: Licensed Professional Educator	Posted Date: 10/04/2016
Teacher-SPED Gr 5-8 CB-Team - 15763	Department: Special Education Svcs-Mgmt	Location: Oakley Green 4-8	Job Function: Licensed Professional Educator	Posted Date: 10/04/2016
A/D TOSA - 1.0 FTE - 15745	Department: Office of Teaching & Learning	Location: Rice Site	Job Function: Licensed Professional Educator	Posted Date: 09/29/2016
Bus Driver - 15754	Department: Student Transportation	Location: Student Transportation	Job Function: Transportation	Posted Date: 09/29/2016
Media Specialist-ES - 15725	Department: Richmond	Location: Multiple	Job Function: Licensed Professional Educator	Posted Date: 09/29/2016
Media Specialist-ES - 15727	Department: Richmond	Location: Richmond K-8	Job Function: Licensed Professional Educator	Posted Date: 09/29/2016
Media Specialist-K8 - 15724	Department: Arieta	Location: Arieta K-8	Job Function: Licensed Professional Educator	Posted Date: 09/29/2016
Media Specialist-K8 - 15738	Department: Arieta	Location: Arieta K-8	Job Function: Licensed Professional Educator	Posted Date: 09/29/2016
Para 1:1 Support - 15739	Department: Special Education Svcs-Mgmt	Location: Multiple	Job Function: Classified	Posted Date: 09/29/2016
Para 1:1 Support - 15758	Department: Jefferson	Location: Jefferson HS-Mid Coll Adv Stud	Job Function: Classified	Posted Date: 09/29/2016

Register

If you are new, you must first register in order to continue.

Account Information

*User Name
 *Password
 *Confirm Password
 *First Name
 *Last Name

Contact Information

*Primary Email Type
 *Email Address
 Primary Phone Type
 *Phone Ext.
 Preferred Contact Method

Address Information

*Country
 *Address 1
 Address 2
 Address 3
 *City *State
 *Postal County

Terms and Agreements

I agree to the Terms and Agreements

Complete all items notated with an *Asterisk, they are required fields.

Don't forget to mark the Terms and Agreements checkbox.

Final Step: Click on "Register" button

Returning applicants click on “Sign In”. Login by entering your User Name and Password. Click Login.

Once you have logged in, you will be able to manage different facets of applying for a job.

There are multiple ways to apply for jobs in TAM.

1. **Applying to a single job** – once you have found a job you’re interested in, simple click on the job and you will begin the application process.
2. **“Apply Without Selecting a Job”** – applying without selecting a job will allow you to complete most of the sections within the application. The completed sections will be saved for future use.
3. **Selecting multiple jobs** – this is the recommended path when applying to multiple jobs. To apply to multiple jobs, check the checkboxes next to each job and then select at the bottom of the page.
 - Please be aware, if you should choose to withdraw your application from just one of the jobs from a multiple jobs application submission; the system will automatically withdraw you from all jobs connected to the multiple job application. Unfortunately, there is no way to avoid this.

Job Search

The screenshot shows the PPS Job Search interface. At the top, it says "PPS Job Search" and "Signed In as Current". Below the header, there are navigation links: "PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | My Saved Searches | My Contact Information".

On the left, there is a "Filter by" section with two categories: "Recruiting Location" and "Department". Under "Recruiting Location", there are options: BESC (19), Arleta K-8 (3), Alameda K-5 (2), Kelly Center (2), Rice Site (2), and More... Under "Department", there are options: Human Resources (9), No Value (7), Arleta (3), Headstart (3), Alameda (2), and More... A callout box points to this section with the text: "Filter by – select an option to narrow down available job Openings."

In the center, there is a "Keywords" search bar with buttons for "Search", "Reset Search", "Save Search", and "More C...". A callout box points to the search bar with the text: "Keywords – the keyword search will find all open jobs that contain the word in the job title or description. Tip – asterisks (*) are used as wild cards. Searching for '*Docu*' will provide all results that contain Docu".

Below the search bar, it says "Apply Without Selecting a Job ?" and "43 matches found". There is a "Sort By" dropdown menu set to "Posted Date" and a "Page" indicator showing "1-25 of 43".

The "Search Results" section lists several job openings, each with a star icon to its right. A callout box points to one of the stars with the text: "Favorite Jobs – clicking on a star will mark that job as a favorite. All favorite jobs are saved in the My Favorite Jobs menu option".

Job Title	Location	Job Function	Posted Date
Substitute Teacher Applicant Pool - 15777	BESC	Substitute	10/31/2016
Substitute Teacher-Classroom - 15776	BESC	Substitute	10/31/2016
Assistant Principal-K8 - 15766	Faubion	Faubion PK-8 @ Tubman	
EA-ES Gr PK - 15774	Multiple	Classified	

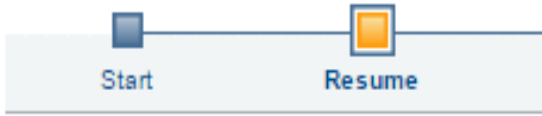
My Application – Steps to Completion

The progress bar shows the following steps: Start, Resume, Preferences, Questionnaire, Qualifications, Education and Work Experience, Accomplishments, Referrals, References & Education Providers, Attachments, Self-Identify, and Review/Submit. The "Start" step is currently active and highlighted with an orange square. At the bottom right of the progress bar, there are buttons for "Exit", "Previous", and "Next".

This section provides a detailed view of the first three steps of the application process: "Start", "Resume", and "Questionnaire". Each step is represented by a square icon above its name. The "Start" step is highlighted with an orange square, while "Resume" and "Questionnaire" are shown with grey squares.

Start

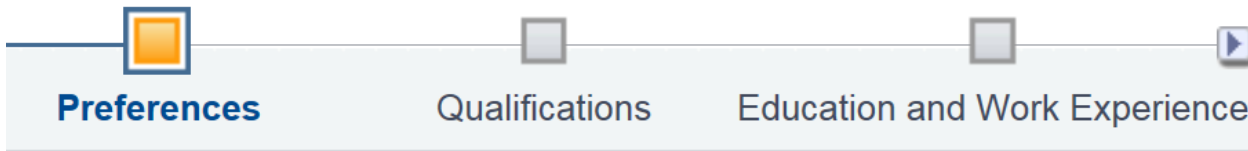
In this section, you will have an opportunity to review Application Terms & Agreements. Please make sure to read through all of the Application Terms & Agreements literature. You must click the checkbox indicating you've read the page in full before continuing with the application.



Resume

TAM offers multiple methods to include your resume and cover letter.

1. Attach a resume from your computer.
2. Copy and paste a resume – you will want to review the resume once it has been pasted as some of the formatting may not be correct.
3. Use a previous resume – if you have previously applied for a job with PPS through TAM, your resume information will be saved. Please make sure to review your saved resume to ensure it is up-to-date.
4. Cover Letter – you’ll have the option to attach a cover letter from your computer.



Preferences

In this section, you will have the opportunity to indicate your job preferences. This will include when you are available to start work, willingness to travel, workdays, etc. You will also have the option to indicate desired work locations. To select from a list, click the magnifying glass next to the text box.

10. I would prefer a work location in or around

my first choice

my second choice

After clicking the magnifying glass, a new search window will appear. Here, you’ll be able to browse through the entire list or use the search function at the top. Click on the desired school once it has been found.

Hint: if you know the name of the school you are looking for, enter it in the Description search field and click Look Up.

Look Up my first choice

Recruiting Location =

Description begins with

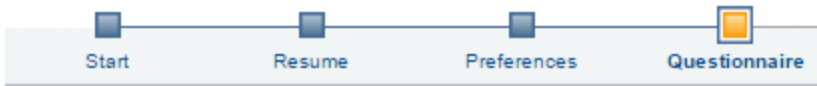
Short Description begins with

Basic Lookup

Search Results

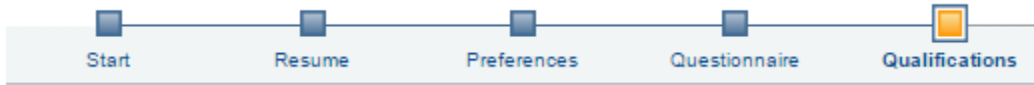
View 100 First 1-134 of 134 Last

Recruiting Location	Set ID	Description	Short Description
1	PPS1J BESC	BESC	BESC
2	PPS1J Benson HS	Benson HS	Benson HS
3	PPS1J Jefferson HS Campus	Jeff Camp	Jeff Camp



Questionnaire (This section only becomes visible if you are applying to a specific job)

All jobs will contain a set of required questions. Please answer all questions truthfully and accurately. You will have the opportunity to review and change any answers prior to sending the application for PPS review; once the application has been submitted, you will no longer be able to change your answers.



Qualifications (This section only becomes visible if you are applying to a specific job)

In this section, you will have the opportunity to enter degree and student teaching information. Please click on the magnifying glass to select appropriate information, and work in the top down order.

*Date Acquired

*College Experience

Major

Country

State

School

School Description

Major Description

Minor

Minor Description

Average Grade

GPA

Graduated

Year Acquired

Terminal Degree for Discipline

Educator

* Required Information

The screenshot shows the 'Qualifications' section of the application process. The top navigation bar includes 'Resume', 'Preferences', 'Questionnaire', 'Qualifications', 'Education and Work Experience', and 'Accomplishments'. The 'Qualifications' step is active. Below the navigation bar, there are buttons for 'Exit', 'Save as Draft', 'Previous', and 'Next'. The main content area is titled 'Qualifications - Step 5 of 11' and 'Applying for: Teacher - Intensive Skills - Gr 6-8'. A section titled 'Student Teaching Information' contains a message: 'You have not added any student teaching information to your application.' Below this is a button labeled 'Add Student Teaching Information'. A red arrow points from this button to a larger, detailed form titled 'Add Student Teaching Information'. This form includes fields for 'Date Acquired', 'Student Teaching Information', 'Country', 'State', 'College', 'From Date', 'To Date', checkboxes for 'Was this a Title I School?' and 'Immersion School?', and text areas for 'District, School Name, Address', 'Subject & Grade Level', 'Supv/Cooperating Tchr Name', and 'Notes'. At the bottom of this form are buttons for 'Save', 'Save and Add Another', and 'Cancel'. A blue text box on the right side of the screenshot provides four numbered steps: Step 1: Click on Add Student Teaching Information; Step 2: Complete all requested information in top down order by using magnifying glass when available; Step 3: If you had more than one student teacher experience, click "Save & Add Another" button. Otherwise, click on Save; Step 4: Click on Next. Red arrows point from the text box to the 'Add Student Teaching Information' button, the magnifying glass icons on the form fields, the 'Save and Add Another' button, and the 'Next' button.

Education and Work Experience

In this section, you'll be able to indicate your highest level of education by clicking on the highest level of education drop down menu. Select your degree and proceed to work experience. In this section you can add your work experience. Try to be as detailed and accurate when completing the work experience section. You must complete all sections that have asterisks next to them.

In the College Experience section you will notice a magnifying glass on the right side of the completion boxes. Please use the magnifying glass to open the drop down menus and go in order of top down. If you have multiple college experience degrees, please make sure to click on "Save and add another". Once you have completed this section; all education and work experience, Click on Next.

The screenshot shows a web application interface for 'Education and Work Experience - Step 6 of 12'. At the top, it indicates the user is applying for 'Tchr-K8 Gr 5-8 Span/Span I 6-8'. The form is divided into three main sections: 'Education History', 'Work Experience', and 'College Experience/Degree'. The 'Education History' section contains a dropdown menu for 'Highest Education Level' currently set to 'A-Not Indicated'. The 'Work Experience' section has a message stating 'You have not added any work experience to your application. Please enter experience records beginning with most recent.' and an 'Add Work Experience' button. The 'College Experience/Degree' section has a message stating 'You have not added any college experience/degree to your application.' and an 'Add College Experience/Degree' button.

Accomplishments

In this section, you will be able to add licenses/certifications, endorsements, and language skills by clicking on the add buttons. Once again anything that is noted with an Asterisk, you must enter in information. If there is a magnifying glass, please use it to locate the information that you need. If you have more than one license or certification, click on the “Save and Add Another” button, and repeat the process.

The screenshot displays three distinct sections for adding accomplishments:

- Licenses and Certifications Section:** Includes fields for *Issue Date (01/22/2016), *License (with magnifying glass), Country, State, Renewal Required, Renewal In Progress, License Verified, Expiration Date, License/Certification Number, and Issued By.
- Endorsements Section:** Includes fields for *Effective Date (01/22/2016), *Endorsement Sub (with magnifying glass), and Endorsement.
- Language Skills Section:** Includes fields for *Evaluation Date (01/22/2016), *Language (with magnifying glass), Reading Proficiency, Speaking Proficiency, Writing Proficiency, and checkboxes for Native Language, Able To Translate, and Able To Teach.

Referrals

In this section, you will be able to identify how you learned about the job(s) you are applying for. Please be as specific as possible. Use the drop down menu to select referral type, then click on “Next”.

References & Education Providers (HB2062)

There are three types of references to choose from: Personal, Professional, and Education Provider. PPS requires a minimum of three (3) professional or personal references. Select Reference Type: Professional or Personal. Provide information about your references. To enter additional references, click the “Save and Add Another” button and repeat the process.

*Reference Type

*Reference Name

*Title

Employer

*Phone

Email Address

Country

Address 1

Address 2

Address 3

City

State

Postal

County

Education Provider References (HB2062) are only required for applicants that have previously worked for an education provider. If you have not had any prior employment in a K-12 schools or school districts, you may select "Next" to continue with the application. To add an education provider, select Reference Type: Education Provider. If you have held different positions within one Education Provider Organization, please list your last position held and the overall encompassing dates of employment with that employer. Please provide this information for employment with your last (3) educational providers. To enter additional providers, click the “Save and Add Another” button and repeat the process.

Example: If you worked for PPS from 8/16/2013 – 8/16/2016 and held the following positions:

- Education Assistant – 8/16/13 – 8/16/14
- Math Teacher – 8/16/14 – 8/16/15
- Assistant Principal – 8/16/15 – 8/16/16

You would complete the section as noted in the below picture.

*Reference Type

From Date

Through Date

*Last Position Held

*Education Provider Name

*Education Provider Phone

*Education Provider Email

Country

Address 1

Address 2

Address 3

City

State

Postal

County

Attachments

In this section, you will be able to include additional documentation. Use this page to upload Reference Letters, Writing Samples, Unofficial Transcripts, and/or Veteran Preference documentations. Click on Add Attachment, Select your attachment type from the drop down menu, Click Upload Attachment, Click Save. If you have additional attachments, repeat the process.

➤ NOTE: All Veterans Preferenace documentation needs to be loaded here.

Attachments - Step 10 of 12
 Applying for: Tchr-K8 Gr 5-8 Span/Span I 6-8

Use this page to upload Reference Letters, Writing Samples, Unofficial Transcripts, and/or Veteran Preference documentations.

Attachments
 You have not added any attachments to your application.

Add Attachment ←

Add Attachment

*Attachment Type: Unofficial Transcripts ▼

- Personal References
- Professional References
- References
- Unofficial Transcripts**
- Veteran Preference
- Writing Sample

* Required Information

Save **Cancel**

File Attachment

- 1) Click **Choose File**
- 2) Select File
- 3) Click **Upload**

No file chosen

Choose File **Upload** **Cancel**

4) Click **Upload**

Add Attachment

*Attachment Type: Unofficial Transcripts ▼

Transcript_TAM.docx

Use Different Attachment

* Required Information

Save **Cancel**

Self-Identify

In this section, you will indicate if you:

- Veterans preference designation

Self-Identify: Veteran - Step 11 of 12
Applying for Teacher Gr 8 Math

Definitions

The following definitions are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires federal contractors to take affirmative action to employ and advance in employment qualified disabled veterans, recently separated veterans, and active duty warrant or campaign badge veterans. These classifications are defined as follows:

- A "disabled veteran" means one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation for or who but for the receipt of military retired pay would be entitled to compensation under an approved act for a disability incurred by the veteran in connection with any active duty in the U.S. military, ground, naval or air service, or while receiving any other benefit from any active duty in the U.S. military, ground, naval or air service;
 - A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service, or while receiving any other benefit from any active duty in the U.S. military, ground, naval or air service;
 - An "active duty warrant or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service, or while receiving any other benefit from any active duty in the U.S. military, ground, naval or air service, in connection with a campaign, expedition, service, or other event for which an Armed Forces service medal was prescribed pursuant to Executive Order 12000, and for which a service medal was authorized by statute of the United States; and
 - An "armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, or while receiving any other benefit from any active duty in the U.S. military, ground, naval or air service, was awarded the Armed Forces Service Medal, the United States Armed Forces Campaign Medal, or the United States Armed Forces Campaign Medal, or the United States Armed Forces Campaign Medal, or the United States Armed Forces Campaign Medal.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you are a disabled veteran, you may be entitled to special leave in the civilian service. You may be entitled to be reinstated to your position or to a position of equal or similar pay and benefits. For more information, see the U.S. Department of Labor's Employment and Training Service (ETS), ETS-101, at 1-800-4-U.S.A. DOL.

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. An application for Veterans Preference, the STEP following documentation **MUST** be attached electronically to this application under the "Attachments" tab on your own private page under My Job Activities.

For a Veteran, provide a Copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215), OR a letter from the US Department of Veterans Affairs' A Copy of Receipt of Release or Discharge from Active Duty (DD Form 214 or 215), OR a letter from the US Department of Veterans Affairs' A Copy of Receipt of Release or Discharge from Active Duty (DD Form 214 or 215), OR a letter from the US Department of Veterans Affairs' A Copy of Receipt of Release or Discharge from Active Duty (DD Form 214 or 215), AND a Copy of your veteran's disability letter (if applicable).

I identify as one or more of the classifications of protected veterans listed

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Warrant or Campaign Badge Veteran

Reasonable Accommodations Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by

- Gender and Ethnicity/Race
 - This is voluntary information. At the bottom of the page you have an option to decline to provide your Diversity details.

Self-Identify: Diversity - Step 11 of 12
Applying for Teacher Gr 8 Math

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

Gender

Ethnicity and Race Identification

1. Are you Hispanic or Latino? [Explain](#)

- Yes, I am Hispanic or Latino.
- No, I am not Hispanic or Latino.

2. What is your race? Select one or more. [Explain](#)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

I decline to provide my Diversity details

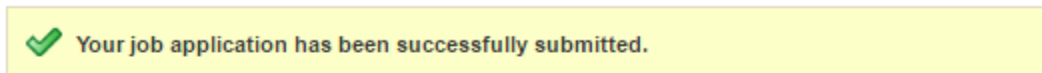
Please Note: Gender / Ethnicity / Race section is voluntary information. You may choose to decline by marking the box at the bottom of the screen.

Review/Submit

The last step in the process is to Review and Submit. In this section, you have the opportunity to review your application and make any last minute changes. If you wish to edit any information, click on the pencil icon. The specified section will open, make your edits, save your edits, click “Ok”. You have the ability to go to the top menu bar and click on the “Review and Submit” section. Do your final review and click on “Submit Application”.

- NOTE: once you click Submit Application, you will no longer be able to make edits.
- NOTE: Application confirmation will appear after your submission.

Application Confirmation



You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Teacher-K3 Gr 4	15764	Beach PK-8	10/04/2016	10/06/2016

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)

[View Submitted Application](#)

Thank you for taking the time to learn about our online application process. We hope you found this reference guide helpful. You are now ready to apply for a job at Portland Public Schools District. We are excited to review your application submission, Good Luck!