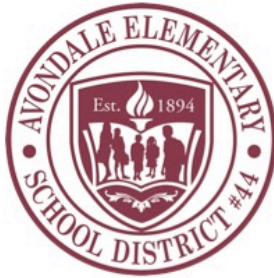


Online Internal Application Instructions

1. Notify your supervisor that you will be applying for a current job opening.
2. Go to <https://avondale.cloud.talentedk12.com/hire/index.aspx>, or click on 'Job Opportunities' from the 'Employment' drop down menu on the District website.

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



3. Click the "Internal" link in the upper right corner of the screen or sign in, if you already have an account.

Job Listings Help

This page is for current employees only.

New Internal Applicants

In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.

If you have already created an internal account, you may login with your existing username and password to see all internal jobs.

[I am not an employee.](#)

4. Verify that you are a current employee by clicking on the "Yes, I am an employee" button.

Job Listings Help

This page is for current employees only.

I am a current employee of Avondale School District #44

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

5. Type "yes" in the box to confirm.

Profile Information

Fields marked with an asterisk (*) are required.

First Name *

Last Name *

Username *

Password *

Confirm Password *

Email

Confirm Email

Security Question *

Security Answer *

Cancel Save

6. Fill in all information marked with a red asterisk (*) to create your account.

7. Click the save button to continue.

Job Listings

Search

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

Job Title	Posting Date	Type	Location	
Tutor (Internal Only, Teacher)	11/08/2013	Elementary Certified	Avondale Middle School	Apply
Master Teacher	11/07/2013	Elementary Certified	Centerra Mirage School	Apply

8. "Apply for this Position" button to apply.

9. Click the "Apply for this Position" button to continue.

Job Listings Profile Application Status Interviews References Documents Help [Sign Out](#)

Tutor (Internal Only, Teacher)

Job Description

I. General Description:
After school tutoring program tutor.

II. Qualifications:

1. Current District Employee
2. Valid Arizona teaching certificate

III. To Apply:
Submit online internal application with resume

Primary Location **Avondale Middle School**
Salary Range **Per Hour**
Shift Type **Part-Time**

Apply Now

Apply for this Position

Internal applications will be accepted beginning **Friday, November 08, 2013 12:00 AM** (Pacific Standard Time)

Applications will be accepted beginning **Friday, November 08, 2013 12:00 AM** (Pacific Standard Time)

[Print Job Posting](#)
 [Download Job Posting](#)

10. Upload a "Cover Letter/Letter of Interest".

a. Click "Choose file" to upload a file from your computer.

11. Upload any additional documentation needed, i.e. resume, updated transcript, or new teaching certificate.

12. Click "Save and Continue" when finished.

Attachments

Fields marked with an asterisk (*) are required.

Attachment

NOTE: Uploaded document must be in PDF, DOC, DOCX, TXT, RTF, TIF, JPG, GIF, or PNG file format. Please do not use special characters, spaces, commas or apostrophes in your file name.

Resume *	Resume.pdf	Choose file	Delete
Cover Letter/Letter of Interest *	Birthday 1.docx	Choose file	Delete
Certificate	Saras Certification.pdf	Choose file	Delete
Instructional Video		Choose file	Delete

If you are having difficulty uploading attachments, [click here to try our attachments page without flash](#).

If you have uploaded reference letters, resumes, transcripts or other files, there will be a short delay while we save your files. Please do not cancel or press the back button.

[Previous](#) [Save and Continue](#)


NOTE: Blank documents or anything other than the requested items will not be accepted. A Letter of Interest is required for all internal applications. The letter must simply state your interest in the position.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms above *

Your Initials *

Today's Date * / / 

13. Carefully read the Application Confirmation Statement and agree to the terms.

14. Click the "Save and Submit" button to submit your completed application.

Additional Notes:

- ★ If applying for multiple positions, follow steps 7 through 14 above. Your information from the previous application will automatically be filled. Verify that this information is correct and submit the application.
- ★ You may log out at any time and return to your application later. Be sure that you have saved everything before logging out.
- ★ If you change your mind about submitting an application, click the "Cancel" button. Do not "Save and Submit".
- ★ To withdraw a previously submitted application log in to your account and go to the "Application Status" tab.
- ★ If you need assistance, feel free to come to the District Office or call Human Resources at 623-772-5000. You may make an appointment for one-on-one assistance, but walk-ins are welcome. Human Resources personnel are also available to walk you through the process over the phone.