



Northwest Regional ESD Tips for Completing On-line Application

Print This Document Prior to Beginning

You may find it helpful to print this document for reference prior to completing your on-line application. Leaving the EdZapp-hosted application site by using your web browser's *Back* button to refer to the electronic version of this document might cause you to be logged out and to lose application information you have entered but have not yet saved.

Locate a Computer to Use

If you don't have a computer at home, you may need to locate one so you can complete our on-line application. You may be able to use a computer at the following locations:

- Northwest Regional ESD
- State of Oregon Employment Department
- Portland Community College
- Local Library

Obtain an Email Account

You will need an email account to be able to register on our EdZapp-hosted application system. If you don't already have an email account, you can obtain one for free. Many companies offer free email accounts, including Gmail (<http://www.gmail.com>), Yahoo (<http://www.yahoo.com>), and Hotmail (www.hotmail.com). You may also use an Internet search engine to obtain a list of free email accounts.

Register and Begin Your Application

Open your web browser and type <http://www.nwresd.k12.or.us> into the address bar near the top of the page. On the NWRESD home page click the Human Resources tab on the left side under Departments. From the Human Resources home page click the *Job Openings* link and then *Click Here to Apply*. If at any time you are disconnected from the application server, *log in again using these instructions*.

Important Note: Macintosh users should use Firefox (version 2.0 or higher) or Microsoft Internet Explorer (version 6.0 or higher), or Netscape Navigator when applying. Other browsers may not work.

If you already have an online application in this system, type in your email address and password in the spaces provided and press the *Sign In Now* button.

If you do not yet have an online application in this system, click the *Register* button on the right side of the page. Enter your contact information in all the required fields (required fields are indicated by a *). Select the position type(s) you are interested in (you may select more than one type) and click the *Submit* button at the bottom of the page. Each time you return to our applications site, you will use your email address and password to log in, so be sure to keep them in a safe location.

Important Note: Applicants often encounter problems by choosing the wrong applicant roles, so please choose carefully. Positions at NWRES D will fall under the following rolls:

Teacher/Licensed

- TSPC Licensed Teacher
- School Psychologist
- LCSW
- SLP
- OT
- PT
- Nurse
- SLPA
- COTA
- LPTA
- Substitute Teachers

Classified – Instructional Support

- Educational Assistant
- Substitute Educational Assistant

Classified – Non –Instructional Support

- Administrative Assistant
- Custodial Staff

- Courier
- Substitute Non-Instructional Support

Role

- Teacher/Licensed** - Licensed classroom teachers and other licensed professionals (OT, PT, SLP, Nurse, Counselor/Psychologist, etc.)
- Instructional Support (Classified)** - Paraprofessional support staff who work with children and/or instructional materials (e.g. Instructional Assistant, Educational Aide, Teacher Support, etc.)
- Non-Instructional Support Staff (Classified)** - Support staff, typically hourly employees, who perform services related to operations (e.g. Administrative Assistant, Technology staff, Custodian, Groundskeeper, Carpenter, Bus Driver, etc.)
- Supervisory/Professional** - Support personnel, typically salaried employees, who supervise programs and/or non-instructional support staff (e.g. IT Manager, Maintenance Supervisor, etc.)
- Admin/Executive** - Upper-level, salaried positions who participate in district-level decision-making and/or supervise instructional staff (e.g. Principal, Assistant Superintendent for Operations, Director of Special Ed, etc.)
- Extra Curricular (Coach/Advisor)** - Those who interact with students, typically as part of an "Extra Duty" or "Supplemental Work" contract, in the role of advisor or coach for extra-curricular activities (e.g. Basketball coach, Student government advisor, Dance team advisor, Jazz band leader, etc.)
- Substitute Teacher** - Licensed classroom teachers on an intermittent basis.
- Seasonal** - Limited duration (e.g. summer) positions.

[Confirm](#)

Are You A Current NWRESD Employee?

If you are a current Northwest Regional ESD employee, you should check the box on this page and click *Continue*. Substitute employees should **not** check this box, as it refers only to non-substitute employee groups. If you are not a current District employee, just click *Continue*.

Begin the Application Process

The next page shows a series of tabs similar to the tabs on file folders. You may complete the information on these tabs in any order, but be careful that you do not miss any.

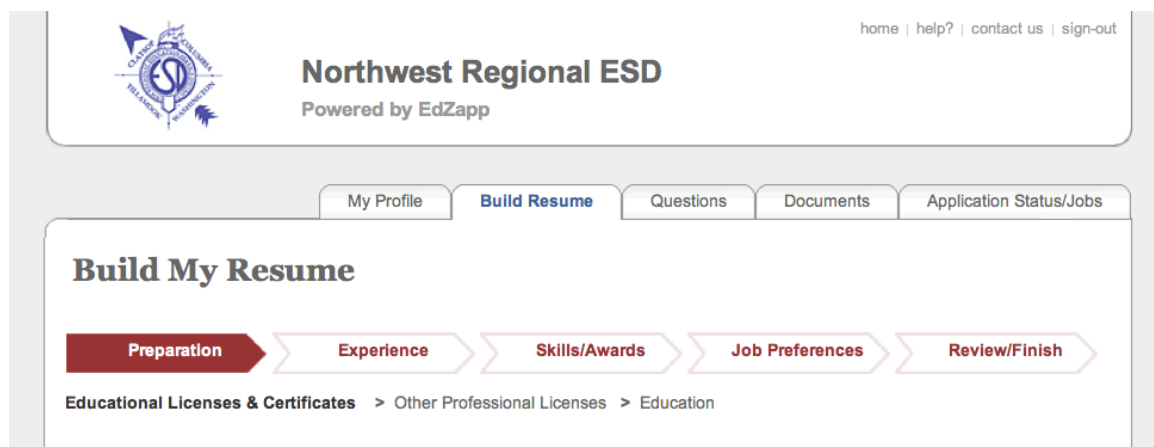
The My Profile Tab

You may return to the My Profile tab at any time to update your contact information. Please be sure to keep this information current so we are able to contact you if you are selected for an interview.

The Build Resume Tab

This area allows you to provide us with details of your education, employment history, references, special skills, training, awards you may have won, and other information that is important in matching you to job openings. As you move from section to section, you will need to click the +Add New, Save to Resume+, and Next Section> buttons to enter all your resume information. If you enter and save the requested information but the interface does not automatically advance to the next screen, simply click the Next Section> button to advance.

Darkened arrows, shown by Preparation in the screen shot below, indicate which section you are currently working on. Available sections, as well as which sections are required and which are optional, are chosen based on whether you are an internal or external applicant and which role(s) you selected in the My Profile tab when you registered.



If the sections you see do not seem relevant to the type of job you would like to apply for, please review the roles you selected under the My Profile tab. The Educational Licenses and Certificates Summary section is required of applicants who choose the Teacher/Licensed role, but not required of those who choose the Non-Instructional Support Staff (Classified) role. Be sure to select the correct role(s) for the type(s) of employment you are seeking.

Complete all sections marked (*) this step is required, and please be sure to include at least three professional references. Professional

references are typically supervisors, college counselors, etc., who can provide information about your work skills and habits.

In the Review/Finish section you'll be given the opportunity to complete the voluntary Equal Employment Opportunity (EEO) information module. EdZapp collects this information for the District; however we see only composite information about our applicant pool, never individual responses. If you do not wish to complete this optional section, simply click the +Save to Resume button without selecting your ethnicity and gender. (This is a one-time option; after you click +Save to Resume in this section, you will not be able to edit your choices at a later date.)

There is currently no Next Section> button on the EEO information page, so you must click the small Review/Finish link above the dark EEO stripe to continue.

You may then click the *Activate My Application* button before proceeding to another tab. **If you do not activate your application, we will be unable to see your information.**

The Questions Tab

The Questions tab contains two sub tabs. Please be sure to answer all the District Questions, as well as the national and regional questions on the Regional Questions sub tab. Answer the questions and click the +Save to Resume button at the bottom of each sub tab.

The Supplemental Documents Tab

All District positions require you to submit additional documents (Letters of Reference, for example) as part of your application. Be sure to check the Supplemental Documents tab to see what documents are required for the position you have applied for.

If you have the ability to upload the .PDF document yourself select *I will upload this document myself in .PDF format* and follow the online instructions for uploading.

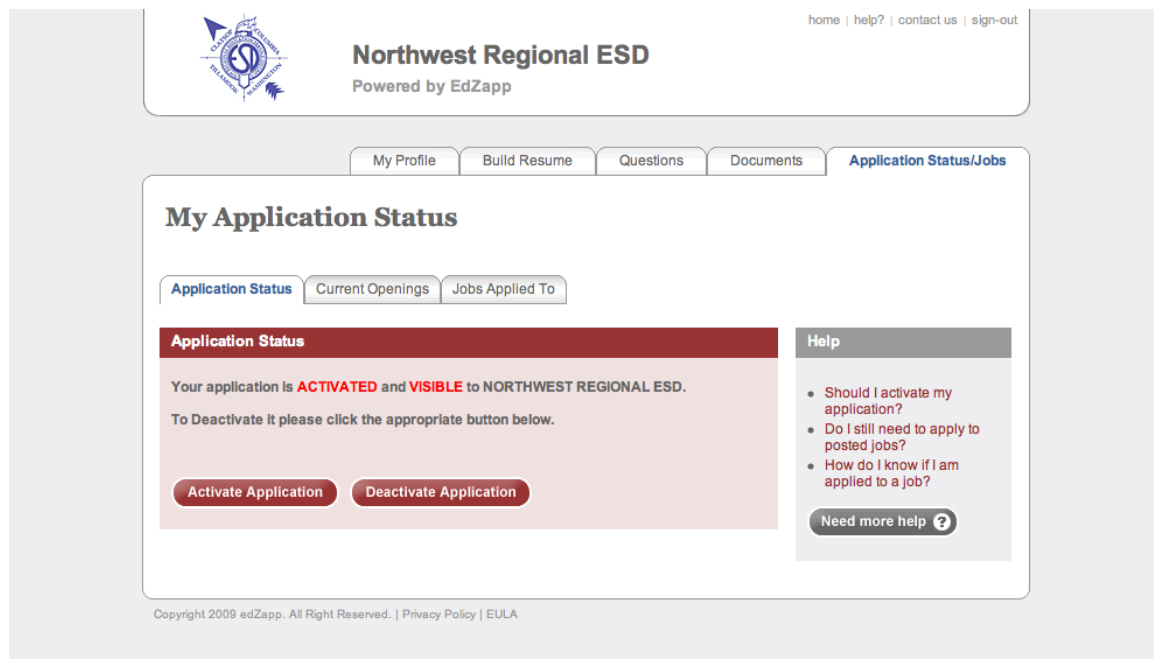
If you would like EdZapp to upload the document for you select *I will mail this document to EdZapp myself* and follow the online instructions.

Do NOT mail your documents to NORTHWEST REGIONAL ESD; they will not be considered as part of your application. You must click on the "Details" button and follow the instructions for submitting your documents.

The Application Status/Jobs Tab

This tab contains three sub tabs, Application Status, Current Openings, and Jobs Applied To. If you activated your application in the final Build Resume step, the Application Status sub tab will indicate that your application is active and visible to us. If you did not activate your application in the Build Resume step, you may do so here.

The Current Openings sub tab allows you to view the Northwest Regional ESD’s current vacancies. By default, it shows postings for all positions. If you would like to limit the view to a single role, you may select that role from the “Show jobs for:” drop-down menu. View details about any of the listed jobs by clicking on that job’s title. You may apply for the position by clicking the *Apply Now* button that appears at both the top and bottom of the posting. **Remember, you must be logged in to apply for a job!**



You will also receive an email confirmation regarding your application, addressed to the email address you listed in your profile. If you have received this email, your application has been received and is visible.

You will be contacted by NWRESD only if you are selected for an interview.

That's it! **If you are using a computer in a public location, please be sure to sign out using the link in the upper right corner of the page.**

Check back often to see new vacancy postings, and please be sure to keep your contact information updated so we can contact you if you are selected for an interview!