



Licensed Employee Application Instructions

Step 1: *Creating an Account*

If you are new to K12Jobspot, you will first create an account.

- Go to www.k12jobspot.com, using either Google Chrome or Firefox for your internet browser (Internet Explorer or Microsoft Edge are not compatible with K12Jobspot)
- Click on the blue box labeled **“Create an Account”** on the top right hand corner of the page, you will then begin registering.
- Go through each section and fill out all the required information. Check the box terms of use and privacy policy box, and then click **“Sign Up Now”**.
- K12 JobSpot will then send you an email to verify your email address. After you verified your email you will begin personalizing your profile.

Step 2: *Updating your Profile/Resume*

After you have entered your username and password, you will be directed to the K12Jobspot home page (the site calls it “HomeRoom”). Before you can apply to any jobs you will need to set up your Profile and Resume

- On the top of the page, click on **“Resume”**. When the dropdown menu appears click on **“Profile”**.

A screenshot of the K12JobSpot website interface. The top navigation bar is dark purple with the K12JobSpot logo on the left and a search bar in the center. Below the navigation bar, the 'Resume' menu item is highlighted with a red circle, and its dropdown menu is open, showing options: Profile, Edit Resume, Resume Visibility, and Import Resume. The user's profile name 'Jessica DeAlba' is visible on the left, and a '100%' profile strength indicator with an apple icon is on the right.

- In the **“Profile”** section, you will enter in your personal information.
- Click the **“Edit”** button. Make sure you have your legal name, phone number, email, and address entered.
- After you have entered in your personal information, you will click on **“View Resume”** (See the green circle) to begin entering in your Resume information.

My Profile

Use your profile to apply for jobs, attract employer attention and receive jobs more closely matched to your experience and preferences.

[View Resume](#)



Jessica DeAlba

9361 South 300 East
Sandy, Utah 84070

Home: 801.826.5354
Cell: 801.826.5354
Work: 801.826.5354



Edit

First Name

Jane

Last Name

Doe

Nick Name

Your nick name

Save

Cancel

Please note: changing your name will change you public URL.

Country

United States

Address

12345 S Main Street

City

Sandy

State

Utah

ZIP

84070

Save

Cancel

Step 3: *Creating Your Resume*

Now that you are in the “*My Resume*” section, you will enter information into the following sections.

- **Personal Information with a current email, phone number, and address**
- **Education**
- **Teaching Certificates/Licenses**
- **Work History**
- **3 References current with emails - one reference needs to be most current Principal/Cooperating Teacher/Supervisor (if this is not completed and you submit your resume you will get an email that we cannot move forward with our application until it is updated).**

When you have completed a section, it will have a green circle check mark next to it.

If you miss any of these sections in your resume will not be accepted later on.

You do not have to fill out the other sections, but we suggest doing so if they pertain to you.

My Resume

Resume Visibility Import Resume Print Resume Send Resume

- Education ✓
- Certificates and Licenses ✓
- > Work Experience ✓
- Documents ✓
- ▼ Extra Credit ✓
- Classroom Portfolio
- Military Experience
- Extracurricular Activities
- Additional Training
- Languages
- Associations and Affiliations
- Awards and Honors
- Special Skills
- References ✓
- Answers

EDUCATION

Your educational background is some of the basic information employers will be looking for.

+ Add Education

University of Utah Salt Lake City, UT
Aug 2012 - May 2016
Bachelor of Science (B.S.)
Majors: Biology, Secondary Education | Minor: Chemistry
GPA: 3.5

Edit Delete

Step 4: Adding Your Teaching License

A common problem for applicants is that they do not have a teaching license yet. Follow these steps to add a license on your resume to show that you are a new graduate or if you do not have a teaching license.

- Click on the **“Certificate/Licensure”** section
- Click **“+ Add Certificate or License”**
- Click **“United States”** as the country you are earning your license from
- For the **credentialing agency** choose **“Utah State Office of Education”**.
- Choose the certification that you will be receiving (*if you are a new graduate, you will choose a level 1 license, if you are an alt route candidate you will choose the Level 1 license that has (ARL) or (APT) at the end of it.*)
- In **“Subject Area”** choose what you are specializing in. (*Art, Elementary, Special Education, Math, etc.*)
- For **“Status”** choose **“Graduating from state approved teacher preparation program”**
- Type the Month and Year you are graduating. For Associate licenses, choose September of the school year you want to begin working.
- Indicate the position area(s) and grade level(s) this certificate qualifies you for, you will click on the **“Instructional Faculty”** drop down to find your subject area. (Secondary also includes 6th grade at Canyons School District).
- If you have your certificate you may upload it.
- Click **“Save”** to finish

Here is an example of how it should look when you are done:

Education ✓

Certificates and Licenses ✓

> Work Experience ✓

Documents ✓

> Extra Credit ✓

CERTIFICATES AND LICENSES

Many employers require certification or licensure information to apply.

[+ Add Certificate or License](#)

Utah State Office of Education
School Counselor (K-12) (Level 1)
Counselor/Guidance
Graduating 2018

[Edit](#) [Delete](#)

Utah State Office of Education
Secondary Education (6-12) (Level 1)
Chemistry, Exercise Science / Sports Medicine, Health Education, Science, Biological, Science, General, Science, Integrated
Biology/Life Science, Chemistry, Earth Science, Environmental Science, Physics, Science (General), Space Science
Graduating 2016

[Edit](#) [Delete](#)

Step 5: *Uploading Licensing or Praxis Test Documents*

Now that your resume is complete, you may upload licensing or testing documents. If you have a current Utah or Out of State license or expired license upload that or if you are an alternative route applicant, upload your Praxis test results.

- In the **“Edit Resume”** section, find the **“Documents”** option on the left-hand side of the page.

The screenshot shows the K12JobSpot interface. At the top, there is a navigation bar with the K12JobSpot logo, a search bar, and user icons. Below this is a secondary navigation bar with links for Homeroom, Jobs, Employers, Resume, Favorites, Messages, and I Got Hired. The main content area is titled 'My Resume' and includes buttons for RESUME VISIBILITY, IMPORT RESUME, PRINT RESUME, and SEND RESUME. On the left, a sidebar lists profile sections: Education, Certificates and Licenses, Work Experience, Documents, and Extra Credit. The 'Documents' section is highlighted with a red circle. The main content area shows a 'DOCUMENTS' section with the text 'Store documents that employers may request from you.' and a 'Resume' section. A green 'ADD DOCUMENT' button is circled in red. At the bottom right, there are buttons for DOWNLOAD, DELETE, and RENAME.

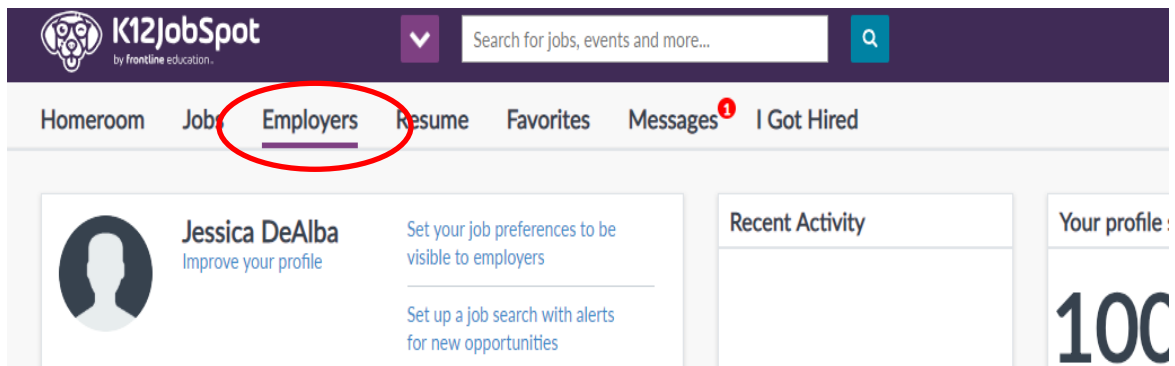
- To add a document you click on the link that says **“+Add Document”**. Then name, and, upload the files from your computer documents.

The screenshot shows a 'Document' modal form. It has a title bar with a close button. The form contains a 'Name' field with a red border and the placeholder text 'Name'. Below this are two radio buttons: 'Upload a file' (selected) and 'Link to an external file, video, or website'. There is a 'Choose File' button next to the text 'No file chosen'. To the right of the file selection area, there is a note: 'File must be a supported document type. Maximum file size: 5MB (500KB for images)'. At the bottom center, there is a 'Save' button.

Step 6: Searching for Job Postings

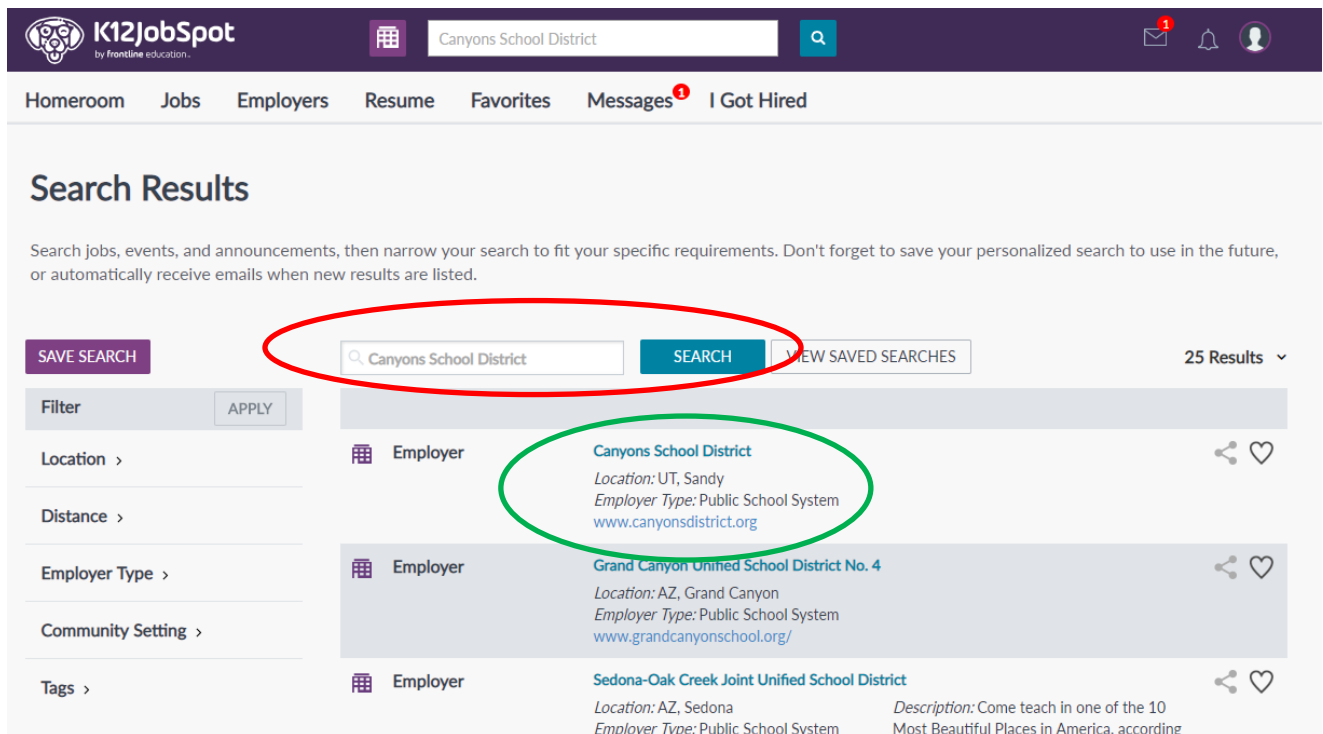
Now that you have your resume completed correctly, you will search for our candidate pool postings to submit your application.

- You can follow this link: <http://www.teachers-teachers.com/employer/Canyons-School-District-6537>. This will take you to all of our job postings – it will require you to log in to your account again.
- If you do not want to log into your account again, you may also search for positions by going back to the top of the page and clicking on **“Employers”**



The screenshot shows the K12JobSpot homepage. The navigation bar includes 'Homeroom', 'Jobs', 'Employers' (circled in red), 'Resume', 'Favorites', 'Messages' (with a notification badge), and 'I Got Hired'. Below the navigation bar, there is a user profile for Jessica DeAlba with a '100' badge. A search bar is located at the top right of the page.

- Type Canyons School District into the search bar and click on **“Search”** See red circle



The screenshot shows the search results page for 'Canyons School District'. The search bar at the top contains the text 'Canyons School District' and the 'SEARCH' button is circled in red. The search results are displayed in a list format. The first result is 'Canyons School District', which is circled in green. The second result is 'Grand Canyon Unified School District No. 4' and the third is 'Sedona-Oak Creek Joint Unified School District'. The search results page also includes a 'Filter' section on the left and a '25 Results' indicator on the right.

- Click on the result “Canyons School District” when it populates (see green circle on previous page).
- The image below will pop up afterwards. Scroll to the bottom of the page to where the job postings are and click on the one you are interested in.

The screenshot shows the K12JobSpot interface. At the top, there is a search bar containing "Canyons School District". Below the search bar, the profile for "Canyons School District" is displayed. The profile includes the following information:

- Canyons School District**
- 9361 South 300 East
- Sandy
- Utah, United States
- 84070
- www.canyonsdistrict.org
- Type:** Public School System
- Community:** Suburban

Below the profile information, there is a "Take Action" section with two buttons: "Favorite" (with a heart icon) and "Share" (with a share icon). At the bottom of the profile, there is a "Details" section with a "Mission Statement" that reads: "The mission of the Canyons District is to encourage and help every student become career and college ready and find a meaningful purpose in life. ...". A "[Show More]" link is located at the bottom right of the profile.

Opportunities

See jobs, events and announcements for Canyons School District.

CSD - Secondary School Counselor Candidate Pool 2020-21

Posted: 11/15/2019

CSD - Elementary Chinese Dual Immersion Teacher 2020-21 Candidate Pool

Posted: 11/15/2019

CSD - Elementary French Dual Immersion Teacher 2020-21 Candidate Pool

Posted: 11/15/2019

CSD - Elementary Spanish Dual Immersion Teacher 2020-21 Candidate Pool

Posted: 11/15/2019

CSD - 2020-21 Elementary K-5 Teachers Candidate Pool

Posted: 11/14/2019

CSD - Dance Candidate Pool 2020-21

Posted: 11/14/2019

CSD - Art Candidate Pool 2020-21

Posted: 11/14/2019

CSD - CTE/Digital Literacy Teacher 2019-20

Posted: 11/14/2019

CSD - Middle School French Dual Immersion 2019-20

Posted: 11/14/2019

CSD - Cosmetology Instructor 2019-20

Step 7: Applying to a Candidate Pool

After you have clicked on the job posting you are interested in, a separate window will pop up with job specifics. Read through it all to make sure you are qualified.

- In the **“Take Action”** section you will see the **“Apply”** button and you will click on it.

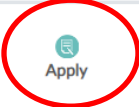


omeroom Jobs Employers Resume Favorites Messages I Got Hired

CSD - Dance Candidate Pool 2020-21 (Sec)

[Canyons School District](#)

<p>✉ Jessica DeAlba</p> <p>Canyons School District 9361 South 300 East Sandy Utah, United States 84070 www.canyonsdistrict.org</p>	<p>Open Positions: To Be Determined</p> <p>Type: Full-time, Part-time</p> <p>Start Date: Upcoming School Year</p> <p>Deadline: Open Until Filled</p> <p>Salary Range: Salary Schedule</p> <p>Offers 401k: Yes</p> <p>Offers Pension: Yes</p>
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Take Action

Details

- A new window pops up with instructions on how to apply, read through those instructions.
- *Click the show more option to see the full instructions.*

Licensed Application 2020 ✕

Canyons School District

CSD - Dance Candidate Pool 2020-21 (Sec)

Instructions

If you are interested in applying for a position with Canyons School District, please use this application. You must complete all required fields and...



Requirements

Required Profile Information

Recommended Resume Sections

- After you have read the instructions, you will see the **“Recommended Resume Sections”** and you do not need to fill them out. You may fill them out if you think it helps give us a better look into your skills.

Recommended Resume Sections



WORK EXPERIENCE

Highlight your previous education work experience.

Indicate that this resume section doesn't apply to me.

+ Add Work Experience: Education



OTHER WORK EXPERIENCE

Highlight your previous work experience.

Indicate that this resume section doesn't apply to me.

+ Add Work Experience: Other



MILITARY EXPERIENCE

Showcase your service to your country.

Indicate that this resume section doesn't apply to me.

+ Add Military Experience

- Scroll down further till you see **“Supplemental Questions”**.
- You will answer the question **“Please express why you would be interested in working for Canyons School District.”** Type a short answer response in the text box.
 - If you would like to save this answer for future use, you will create a name for it to be saved under in the **“Reference name”** field, then click **“Save answer”**
 - When it saves, you will access it by clicking on the drop down menu labeled “Select a Question”.

Supplemental Questions

Please answer the following questions.

Please express why you would be interested in working for Canyons School District?

Select a Question

Add

Specify an answer

Reference name

Save answer

- After you have answered the supplemental question, scroll down to answer all 9 background questions.

Background Questions

Please answer the following questions truthfully. If it is determined at a later date that you were not truthful, your offer of employment will be re...

[\[Show More \]](#)

Have you ever been convicted of a crime or offense?

Yes

No

Have you ever been discharged or resigned in lieu of termination from a former position?

Yes

No

Have you ever been refused tenure, non-renewed, suspended, or terminated?

Yes

No

Have you ever had any action, sanction, or discipline taken against your teaching license or are you currently under investigation?

Yes

No

Have you undergone a criminal history record check within the last 90 days?

Yes

No

If yes, please provide the date.



If you answered "Yes" to any of the questions above, please explain the circumstances.

Select a Question ▼

Add

Specify an answer

- You will now sign your name on the application. Make sure your name is typed exactly as you put it on your profile.

Electronic Signature

By typing your name, you hereby affirm that all information given by you on this application is true and complete to the best of your knowledge and be...

[\[Show More \]](#)

Signature

Please provide your signature

- Click **“Save”** to submit.

Step 8: *Application is submitted!*

You have submitted your application! You will see the following window pop-up when your application has been completed correctly.

Congratulations!



Congratulations, your application submission for "CSD - Science Candidate Pool 2018-19" is complete.

We've put this job in your favorites to make it easy for you to review your status and details.

Finish

*****Always double check your contact information and reference check information before applying. If you enter incorrect information we will not have a way to contact you. Anything you change to your profile after you submit your application we do not receive notifications for.*****

If you have additional questions please contact:

Secondary Education & School Counselors:

Jessica DeAlba at 801-826-5354 or jessica.dealba@canyonsdistrict.org

Elementary Education:

Heather Watson at 801-826-5425 heather.watson@canyonsdistrict.org

Special Education, Early Childhood, & Special Ed Teacher Specialists:

Chris Gardner at 801-826-5172 or christine.gardner@canyonsdistrict.org

Speech Language Pathologists:

Gina Bagshaw at 801-826-5094 or gina.bagshaw@canyonsdistrict.org

School Psychologist & Social Workers:

Nicole Morgan at 801-826-5021 or nicole.morgan@canyonsdistrict.org