



APPLYING FOR EMPLOYMENT WITH MOUNT VERNON SCHOOLS

USING THE ONLINE APPLICATION SYSTEM



Mount Vernon Schools launched a ***NEW*** online application system for both Certificated **AND** Classified positions.

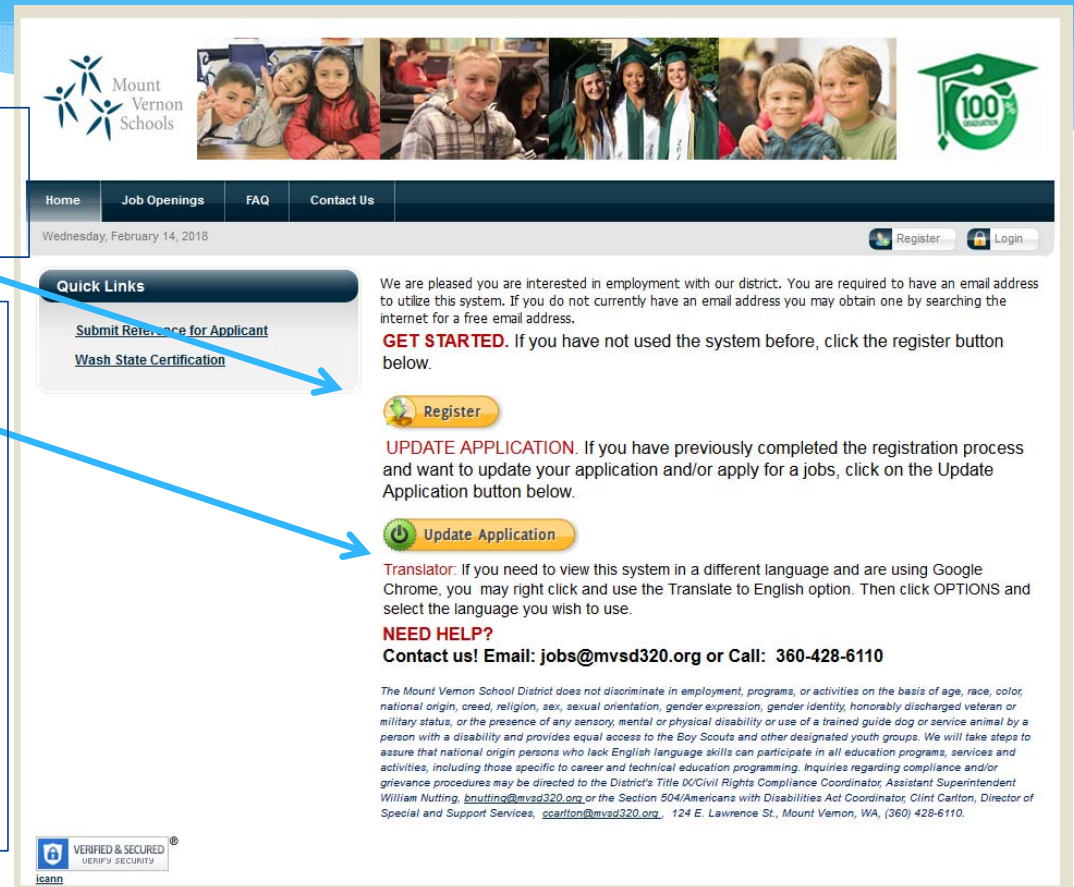
Applicants are encouraged to complete a profile **NOW** to have their application materials ready to apply for specific positions or to be a substitute in our district.

Follow the links on our website to:
<https://mountvernonjobs.myschooldata.net/>



**New Applicants/Substitutes:
Start by selecting "Register".**

**Current MVSD employees,
select "Update Application":
use your HRMplus Prof Dev
login and password. If you
haven't used HRMplus Prof
Dev, enter your district email
address; the Password is
MVSD2016. You will then be
prompted to create a new
password (8 characters).**



The screenshot shows the website interface for Mount Vernon Schools. At the top, there is a navigation bar with links for Home, Job Openings, FAQ, and Contact Us. Below the navigation bar, there is a "Quick Links" section with two links: "Submit Reference for Applicant" and "Wash State Certification". To the right of the "Quick Links" section, there is a "Register" button and an "Update Application" button. Below these buttons, there is a "Translator" section and a "NEED HELP?" section with contact information. At the bottom of the page, there is a "VERIFIED & SECURED" logo and a small "icam" logo.

Home Job Openings FAQ Contact Us

Wednesday, February 14, 2018 Register Login

Quick Links

- [Submit Reference for Applicant](#)
- [Wash State Certification](#)

We are pleased you are interested in employment with our district. You are required to have an email address to utilize this system. If you do not currently have an email address you may obtain one by searching the internet for a free email address.

GET STARTED. If you have not used the system before, click the register button below.

Register

UPDATE APPLICATION. If you have previously completed the registration process and want to update your application and/or apply for a jobs, click on the Update Application button below.

Update Application

Translator: If you need to view this system in a different language and are using Google Chrome, you may right click and use the Translate to English option. Then click OPTIONS and select the language you wish to use.

NEED HELP?
Contact us! Email: jobs@mvsd320.org or Call: 360-428-6110

The Mount Vernon School District does not discriminate in employment, programs, or activities on the basis of age, race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. We will take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities, including those specific to career and technical education programming. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Civil Rights Compliance Coordinator, Assistant Superintendent William Nutting, bnutting@mvsd320.org or the Section 504/Americans with Disabilities Act Coordinator, Clint Carlton, Director of Special and Support Services, ccarlton@mvsd320.org, 124 E. Lawrence St., Mount Vernon, WA, (360) 428-6110.

VERIFIED & SECURED
VERIFY SECURITY
icam

REGISTERING



Complete this screen with:

1. Your email address
2. Your First Name (Legal)
3. Your Last Name (Legal)
4. Password. (Must be at least 8 characters long. Can use numbers and symbols.)
5. Confirm Password
6. Click "REGISTER"

Email Address: ⓘ

First Name: ⓘ

Last Name: ⓘ

Password: ⓘ

Confirm Password: ⓘ

Register

Cancel






COMPLETING MY PROFILE

Complete each page per the instructions on the page. Click the green arrow at the bottom to continue to the next page. You will complete:










- * Personal Information
- * Contact Information
- * Disclosure
- * Interests
- * Preferences
- * Confidential Info


My Profile Information.

You are now in MY PROFILE. Complete each page as instructed. Then click the  at the bottom to go to the next page until you finish. You may click the  on the right for further help.

If your information is correct click  at the bottom to proceed. Optionally, you may enter a Prefix, Suffix, aka names or an alternate email address.

Your application has been archived due to inactivity! You may not apply for jobs or update your information until you complete My Profile again. Begin by reviewing the information on this page and then click the green arrow at the bottom of the page to proceed and complete the remaining My Profile pages.

Application Status	New Applicant	User ID is	2275
Prefix 	<input type="text" value="None"/>	aka First Name 	<input type="text"/>
First Name 	<input type="text" value="Pat"/>	aka Last Name 	<input type="text"/>
Middle Name 	<input type="text"/>		
Last Name 	<input type="text" value="Smith"/>		
Suffix 	<input type="text" value="None"/>		
Email Primary 	<input type="text" value="PatSmith@hrmplus.net"/>		
Email Secondary 	<input type="text"/>	Change Password	

NEXT 

When finished with "Confidential Info", click the green arrow to move forward. You will have finished "My Profile" and will now be in "My Checklist".

"MY CHECKLIST"



- * Click on each item in "My Checklist" and follow the instructions to complete that activity.
- * As you complete a required item the image will change from a red "X" to a green "✓".
- * Your status shows at the bottom. Complete all items to ensure your status changes to "Complete".

My Checklist

☐ Using My Checklist

CLICK EACH ACTIVITY TO COMPLETE THAT CHECKLIST ITEM.

Activity	Status	Date
My Uploads	X	2/14/2018
My Education	X	2/13/2018
My Certificates	X	2/13/2018
My Tests	○	2/13/2018
My Languages	○	2/13/2018
My Experience	X	2/13/2018
My References	⚠	2/14/2018
Electronic Signature	X	2/13/2018
My Jobs	○	2/13/2018

X --indicates a required item that is not complete.
✓ --indicates an item is complete.
○ --indicates an optional item.
⚠ --indicates required references not returned.
 Click to view My Checklist on any page.
i Click to view HELP on any page.

You may click the **Application Summary** button below to preview and print a report displaying information you have added to your application record. If the report does not appear, check for a pop-up blocker and allow pop-ups from this site.

Your Current Status is **i** **Incomplete**

Application Summary

"MY UPLOADS"


Some positions may require you to upload documents to your application. The application system can accept most common file types. It will convert and store your documents in PDF format in "My Profile". To avoid issues with file size, original transcripts can be scanned in black and white resolution and uploaded to "My Profile".

My Uploads

Upload Documents to My Application.
The grid below displays the types and number of documents you are required to upload. You may upload more documents than are required.

To upload a document, use these 3 easy steps:

1. Click the radio button to select the document type to upload (Resume, Letter of Interest, etc).
2. Click the Browse button below to locate the file on your computer.
3. Click the Upload File link below the browse field.

The files you upload display at the bottom of the page. You may delete a file. Click the icon  on the right for more help.


<input type="radio"/> Academic Transcript	<input type="radio"/> Certificate-Administrator	<input type="radio"/> Certificate--Certificated Specialist
<input type="radio"/> Certificate-Teaching	<input type="radio"/> Coaching Philosophy	<input type="radio"/> CPR/First Aid
<input type="radio"/> Driver's License	<input type="radio"/> Essay	<input type="radio"/> High School Diploma/GED
<input type="radio"/> Letter of Interest	<input type="radio"/> License	<input type="radio"/> National Board Certification
<input type="radio"/> Other	<input type="radio"/> Paraeducator: Evidence 72 Qtr Hrs or ETS Test	<input type="radio"/> Recommendation Letter 1
<input type="radio"/> Recommendation Letter 2	<input type="radio"/> Recommendation Letter 3	<input type="radio"/> Resume
<input type="radio"/> Test		

No file selected.

Type	Required	Records
Academic Transcript	0	0
Certificate-Teaching	0	0
Letter of Interest	1	0
National Board Certification	0	0
Recommendation Letter 1	0	0
Recommendation Letter 2	0	0

JOB OPENINGS



- * Click on “Job Openings” to view open jobs.
- * Click the pdf icon  to view the job posting with a link to the job description. Review this information carefully to ensure you are qualified for the position before applying for the job.
- * Click the “APPLY” button to apply for a job.
- * You must apply for specific substitute positions if you are interested in substitute employment.
- * Once you apply for jobs, you can check the status of the jobs you applied for in “My Checklist/My Jobs”.

NEED HELP?



You can use the “Contact Us” or “FAQ” menus in the system or contact us directly at:

jobs@mvsd320.org

360-428-6110

Thank you for your interest in employment with Mount Vernon School District.