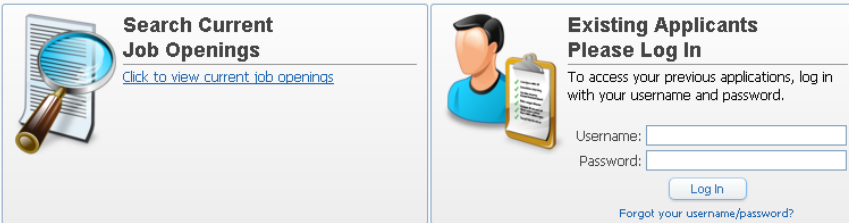


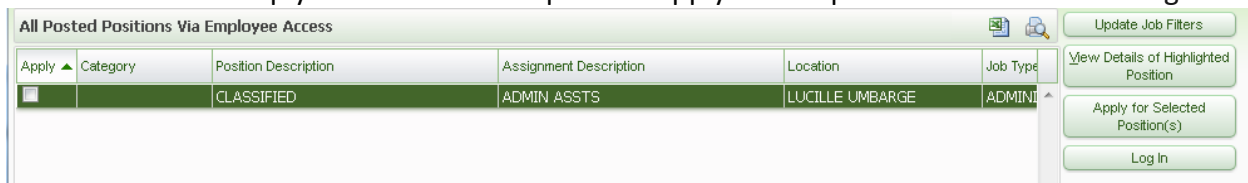
# Burlington-Edison School District

## FastTrack Application Instructions

**Step 1:** View the Position Listing To view all open positions and apply, click on “Search.” If you have already applied for a position and want access to your profile, enter in your username and password then click on “Log In”. If you forgot your username or password, click on “Forgot your username/password?” to have an email sent to you with your information.



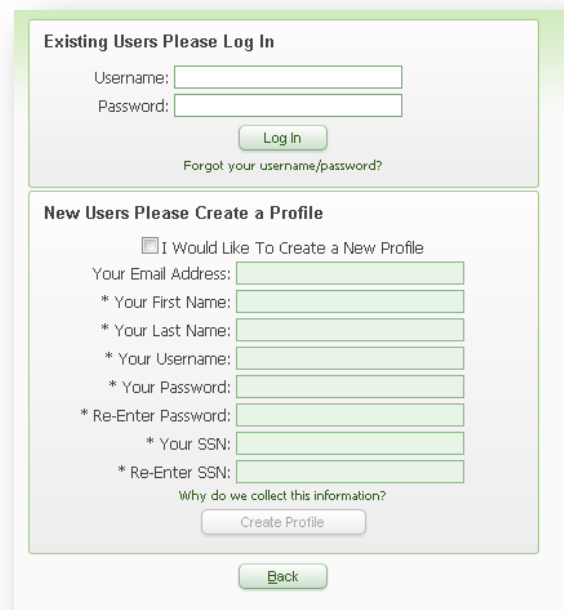
Check the checkbox of the position you want to review and click on “View Details of Selected Position.” At this step you also have the option to apply for the position without reviewing it



**Step 2:** Apply for the Job Review the position listing. The position listing will give you a preview of the questions included in the online application. When you're ready to begin the online application, scroll to the top of the page and click on the “Apply for Position” button.

**Step 3:** Create an Account (First Time Only) You will need an e-mail address and password to access the online application. After you click on Apply for Position, you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with the Burlington-Edison School District check the box that says “I Would Like to Create a New Profile,” enter your information, then click on “Create Profile.”

**\*\*Please make a note of your username and password as you will need it to access your applicant profile in the future.**



# Burlington-Edison School District

## FastTrack Application Instructions

**Step 4:** Begin your Online Application There are 8 sections of the application to complete. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed.' When no section are marked 'Incomplete,' you may submit your application to Human Resources at the right. Once your application has been submitted, you may log back into your profile and make updates to the application until the closing deadline. **\*\*Your application is automatically saved as you enter data. If you cannot complete your application all at once, just click on the "Return to Profile" button to see that your information for that application was saved and then click on "Log Out."** When you want to return and finish, just log back into the system with your username and password.

**Application Dashboard**

**Job Listing**

Listing ID:  Location:  Type:   
Position:  Dept:  Deadline:   
Assignment:  Group:  Appl. Status:   
[View Details Of This Job Listing](#)

This position has 10 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information	Completed	<input type="button" value="Edit"/>
Conditions of Employment	Incomplete	<input type="button" value="Add"/>
Education History	Incomplete	<input type="button" value="Add"/>
Employment History	Incomplete	<input type="button" value="Add"/>
Years Of Experience	Optional	<input type="button" value="Add"/>
Skills Questionnaire	Incomplete	<input type="button" value="Add"/>
General Questions	Incomplete	<input type="button" value="Add"/>
References	Completed	<input type="button" value="Edit"/>
Attachments	Incomplete	<input type="button" value="Edit"/>
Comments	Optional	<input type="button" value="Add"/>

We reserve the right to modify the details of a position posting at any time. BURLINGTON-EDISON SCHOOL DISTRICT complies with all Federal Rules and Regulations and does not discriminate on the basis of age, race, gender, sexual orientation, color, national origin, or disability. This holds true for all District employment and opportunities.

For more information on how to apply for positions, please review the Frequently Asked Questions (FAQs) on our website ([www.be.wednet.edu](http://www.be.wednet.edu)). If your questions are still not answered, please feel free to contact us.

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