Supported Internet: Use Google-Chrome, Firefox or Safari

Path:  https://www.jeffcopublicschools.org/cms/one.aspx?pageId=927297
  •  Click on “External Applicants”
Step 1: Click on “Sign In” link if you have already created a user name and password. If you have not created a user name and password, click on the “New User” link.

Forgot User Name and/or password – click on “Sign In”
- Forgot User Name – you will need your email address from when you created your profile (can’t remember your email address? Please call the Welcome Center at 303-982-6515)
- Forgot Password – you will need your user name from when you created your profile (can’t remember your user name? Please call the Welcome Center at 303-982-6515)
Apply to a Job Opening

External (Non-Employee)

Jeffco Charter School Employee: (Cont’d)

Step 2: Enter your User Name & Password
Step 3: Click on the “Sign In” button
Welcome  Catherine

View Jobs Posted in Last 90 Days  
View All Jobs  
My Job Notifications  1  
My Job Applications  2  
My Favorite Jobs  1  
My Saved Searches  
My Contact Information  

Step 2: Click on View All Jobs
There are many options on how to search for jobs, see left side of page (be sure to click on the “More” link under each section)

Step 3: Click in job opening area to view details
Step 4: Review job details, including salary, FTE, days worked
Step 5: Click “Apply for Job” button

Step 6: Enter information on each section (1-7), then click the “Next” button (top right hand side of page) – Note: Some sections have required documentation or required fields that MUST be filled out.
### APPLY TO A JOB OPENING

**EXTERNAL (NON-EMPLOYEE)**

**JEFFCO CHARTER SCHOOL EMPLOYEE:**

(Cont’d)

<table>
<thead>
<tr>
<th>Step Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Step-by-Step Process with terms and conditions (must agree to terms and conditions)</td>
</tr>
<tr>
<td>Resume</td>
<td>Administrator and License Educators are <strong>required</strong> to UPLOAD a resume and cover letter. All others are NOT required to upload, but optional.</td>
</tr>
<tr>
<td>Attachments</td>
<td>Trades &amp; ESL Teachers job openings <strong>ONLY</strong> are given the opportunity to upload their job related license/certificate. Other job openings will <strong>NOT</strong> have this step in your application process.</td>
</tr>
<tr>
<td>Education and Work Experience</td>
<td>Administrator and License Educators will not have this step in their apply process. All others are <strong>required</strong> to complete.</td>
</tr>
<tr>
<td>References: Professional and Supervisory</td>
<td><strong>Required</strong> for all job openings. Must be professional reference, no family members should be listed as references.</td>
</tr>
<tr>
<td>Questionnaire</td>
<td>Questions pertaining to the job opening (all questions are required)</td>
</tr>
<tr>
<td>Referrals</td>
<td>How did you learn about the job – required question</td>
</tr>
<tr>
<td>Review and Submit</td>
<td>Review and submit your application</td>
</tr>
</tbody>
</table>

Once you have submitted your application, you should see the following:

![Application Confirmation](image)

Step 7: To confirm all of your statuses on job openings, click on Careers link to view each item.
Welcome Catherine

- View Jobs Posted in Last 90 Days
- View All Jobs
- My Job Notifications 1
- My Job Applications 3
- My Favorite Jobs 1
- My Saved Searches
- My Contact Information

Need help? Contact the Welcome Center at 303-982-6515