

How to Apply at Jordan School District

1. Go to <https://employment.jordandistrict.org/apply/>
2. Click the Orange "Apply Here" button for the position type you are interested in.

Apply Here

| | | | | | |
|--|--|--|--|--|---|
| Licensed APPLY HERE Teachers School Psych's SLP's Specialists <small>*Requires Educator License</small> Application Process | Administrator APPLY HERE School Admin. District Admin. Application Process | Education Support APPLY HERE All other positions not listed: Admin. Assistant Assistant/Clerical Custodial/Energy Facility Services Information Systems Nurses Nutrition Services Transportation, etc. Application Tutorial | Substitutes APPLY HERE Classroom Substitute Teacher Application Tutorial | Substitutes APPLY HERE Special Ed. Nutr. Services Transportation Administrative Application Tutorial | Coaches APPLY HERE Application Tutorial |
|--|--|--|--|--|---|

3. Select if you are an External or Internal Applicant.
 - a. External Applicants will select "Start an application for employment"
 - b. Internal Applicants will select "View internal positions"

frontline Jordan School District
education.

Vacancies
All Jobs
Swearer Student
Substitute Teacher
All Jobs
FMLA notice

Substitute Teacher
Position Type: Substitute/Substitute Teacher
Date Posted: 3/4/2021
Location: Human Resources
Closing Date: 06/01/2021
Job Description

JobID: 298 **Apply**
Email To A Friend
Print Version

External Applicants
Start an application for employment
Use passcodes sent to me
Log in

External Applicants Click Here

Internal Applicants
Internal applicants only.
View internal positions
Submit an internal application/transfer form
Log in

Internal Applicants Click Here

4. Select "Start" to begin an application
 - a. If you have already applied with JSD using the Frontline application system, you can Login to your previous account.

5. Complete your Personal Information and select a password and security question. *Please make sure you use a password you will remember. This account will be used for all hiring processes if you are hired with our District.*
6. Click Next Page

7. Select if you are a current employee with JSD and click Next Page

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Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Confirmation

Please enter all required information.

Are you currently an employee of Jordan School District?

☒ No, I am not currently an employee of Jordan District
☐ Yes, I am currently an employee of Jordan District

Note: Substitutes, both Regular and Long Term, are not considered internal, and are thus ineligible for internal positions.

This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Jordan School District.

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8. Fill in your address and phone number and click Next Page

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Please list your mailing address.

Fields preceded by a red asterisk (*) are required.

Permanent Address

Number & Street: 7387 S Campus View Dr
Apt. Number:
City: West Jordan
State/Province: UT
Zip/Postal Code: 84084
Country: United States of America
Daytime Phone: 801 5678150
Home/Cell Phone:

Present Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:
Until what date?:

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9. Select all positions you are interested in applying for and click Next Page

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Please check the positions for which you would like to be considered.

Options: [group by location](#) | [search for jobs](#)

Misc - Student

☐ Misc - Sweeper Student

Substitute

☐ Substitute Teacher

☐ JobID 298, Substitute Teacher
Locations: Human Resources

Positions open unexpectedly and fill quickly. If you would like to be considered for positions that are not listed above, please establish a pre-employment file by completing this online application. Indicate the areas for which you would like to be considered on the next page (Step 4 - Position Desired). Thank you for your interest in Jordan District.

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10. If you are interested in any other jobs that are not yet posted on our site, you can select those job titles here for notifications of future openings. Click Next Page when complete.

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10. Experience
11. Certifications
12. Statement [Non-Certified]
13. Language Skills
14. References
15. Supplemental Docs - Substitute
16. Referral Source
17. Additional Information
18. EEO Form
19. Confirmation

If you are interested in future openings in the following areas, please check the positions in which you are interested.

Administration

☐ Accountant/ Internal Auditor

☐ Admin on Special Assignment

☐ Admin. of Teaching and Learning

☐ Administrator Auxiliary Serv

☐ Administrator Human Resources

☐ Administrator of Schools

☐ Assistant Principal

☐ Associate Superintendent

☐ Consultant

☐ Director Accounting & Budgeting

☐ Director Applied Technology

☐ Director Communications

☐ Director Custodial & Energy Services

☐ Director Evaluation, Research & Acctbly

☐ Director Facility Services

☐ Director Information Systems

☐ Director Insurance

☐ Director Nutrition Services

☐ Director of Special Education

☐ Director Payroll

☐ Director Purchasing

☐ Director Student Services

☐ Director Transportation

☐ Health & Wellness Specialist

☐ HR Administrator - Classifad

☐ HR Administrator - Licensed

☐ Jordan Educ. Foundation Administrator

☐ Network/Tech Services Manager

☐ Principal

☐ Psychometrician

☐ Staff Assistant Admin Area

☐ Systems/Programming Manager

Athletic Coach/Advisor

☐ Advisor

☐ Assistant Coach

☐ Head Coach

ESP - Admin. Asst/Clerical

☐ Accountant

☐ Accounting Clerk

☐ Accounting Lead

☐ Admin Asst Attendance HS

☐ Admin Asst Attendance MS 10

☐ Admin Asst Attendance MS 12

☐ Admin Asst Registrar HS

☐ Admin Asst Registrar MS FT

☐ Admin Asst Registrar MS PT

☐ Administrative Asst. Mentor/Trainer

☐ Clerk Fixed Assets

☐ Clerk Fixed Assets Senior

☐ Clerk Special Programs 10

☐ Clerk Special Programs 12

☐ Clerk Special Programs PT

☐ District Admin Asst I

☐ District Admin Asst I 10

☐ District Admin Asst I PT

☐ District Admin Asst II

☐ District Admin Asst II PT

☐ District Admin Asst III

☐ District Admin Asst IV

☐ District Admin Asst V

☐ Health Services Coordinator

☐ Human Resource Asst

☐ Human Resource Asst II

☐ Human Resource Asst Senior

☐ Human Resource Lead

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11. Each complete each page of the application by answering all questions and clicking Next Page to move through the application. Any questions marked with an * is a required question.

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Fields preceded by a red asterisk (*) are required.

Please answer the questions below.

* Have you ever been released from or been denied a return substitute teaching or teaching contract? ☐ Yes ☐ No

If you have ever been a licensed educator, has your license ever been revoked, suspended or placed on probation? ☐ Yes ☐ No

* Are you interested in being a long term substitute? ☐ Yes ☐ No

* Are you available to be an emergency substitute? ☐ Yes ☐ No

* Which school level are you interested in working in?

☐ Elementary
☐ Middle
☐ High
☐ Special Schools

Do you only wish to substitute at a certain school location? ☐ Yes ☐ No

If yes, what school(s)?

Are you interested in substituting in a special education classroom? If you are interested in substituting at Kauri Sue Hamblins, River's Edge or South Valley, please apply using the special education substitute posting. ☐ Yes ☐ No

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12. You can upload transcripts to the education page by clicking Add File(s). Uploading transcripts not required to submit your application but may be required later if you are hired.

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Fields preceded by a red asterisk (*) are required.

Please tell us about your educational background beginning with the most recent. For each institution, list the college semester hours* you received in your major and minor. *Please list hours as semester hours. (Convert quarter hours to semester hours by multiplying the quarter hours by 2/3.)

* High School Attended (Name, City and State) * Graduation Status

Colleges, Universities and Technical Schools Attended:

1. Name and Location:

City

From: / /

To: / /

Major area of study

Degree

Date Conferred or Expected / /

Did you graduate? ☐ Yes ☐ No

Transcripts

Scan and upload your transcripts

Add File(s)

Upload your Transcripts.

You may upload two types of files. All files must have an extension (.doc, for example). You may upload either:

1. a MS Word document (.doc, .docx or .rtf)
2. a scanned image (.pdf, .jpg, .gif, .png or .tif)

In either case, if your document contains a scan, it MUST be black-and-white (1 bit). Color and grayscale scans are too large for the district to view. Most black-and-white documents are 100-200 Kb. The maximum allowable file size is 1,000 Kb (1-megabyte).

Click the Browse button below to select the file to upload. It may take a few moments to upload larger files. Only click the Upload button once.

Choose File | No file chosen

< Cancel Upload >

(If you get a security warning during the upload, you must click OK/Yes to proceed.)

13. Only 1 reference is required. Both name and email address need to be entered.

14. Please attached a resume and any additional items you may have to the Supplemental Docs page. Only a resume is required to submit your application.

15. Once you have completed each page, the confirmation page will validate that everything is complete. If you have missed a step or a question, this page will link you back to that section to correct the problem or answer the question. If everything is complete, you will be able to click Finish and Submit.

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Your Application is not yet submitted.

There are omissions that prevent submission of your application. You must correct the following before you can submit your application.

Tip: After you correct a page use the "Finish" button at the bottom of the window to return here.

| Type | Message |
|-------------------|--|
| Attention Needed: | <ul style="list-style-type: none"> Have you ever been released from or been denied a return substitute teaching or teaching contract? required Are you interested in being a long term substitute? required Are you available to be an emergency substitute? required Which school level are you interested in working in? required <p>[Go to the JobID298 Questions step]</p> |
| Attention Needed: | <ul style="list-style-type: none"> Do you have the legal right to work in the United States (proof of work eligibility must be submitted upon hire)? required By submitting this application, I certify that the information I have provided is correct and complete to the best of my knowledge. I understand that providing false or misleading information on this or other employment documents, including health insurance applications, will disqualify my application and provide sufficient grounds for my dismissal should I be hired. required I hereby authorize Jordan School District to conduct an investigation of my background, including a criminal background check, and authorize release of information in connection with the application by former employers and supervisors. I further agree to indemnify and hold harmless these former employers and supervisors for any action initiated in conjunction with their release of this information. required I authorize the Jordan School District to contact my current/most recent qualifying employer(s) requesting information regarding any employment action taken or discipline imposed against me for the physical or sexual abuse of a child or student and agree to hold harmless said employer(s) for good faith disclosure of requested information. required I am a High School Graduate or I have a G.E.D. Certificate? Verification of diploma or certificate may be requested by Human Resources. required I agree required <p>[Go to the Conditions of Employment-ESP step]</p> |
| Attention Needed: | <ul style="list-style-type: none"> Have you ever been convicted of a violation of law other than a minor traffic violation (i.e. speeding, etc.)? required Have you ever pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding, regardless of how long ago? required Have you ever been placed on probation in conjunction with a criminal charge or conviction? required Are any criminal charges, citations or proceedings pending against you? required <p>[Go to the Criminal Background Disclosure step]</p> |
| Attention Needed: | <ul style="list-style-type: none"> High school attended is missing. High school graduation status is missing. Date Attended From must be in the format: MM/YYYY. If there is no date, enter 01/9999. Date Attended To must be in the format: MM/YYYY. If there is no date, enter 01/9999. Date Conferred or Expected must be in the format: MM/YYYY. If there is no date, enter 01/9999. <p>[Go to the Education step]</p> |
| Attention Needed: | <ul style="list-style-type: none"> You must specify if you hold a... <p>[Go to the Experience step]</p> |

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If you have any problems with the application process, you can view online tutorials at <https://talent-help.frontlineeducation.com/hc/en-us> or call Human Resources at 801-567-8150.

Please remember that most correspondence is done through email.