Jordan School District
Human *Resources* **J**

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

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4. Select "Start" to being 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*

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

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

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

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.

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.

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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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.

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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.

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.