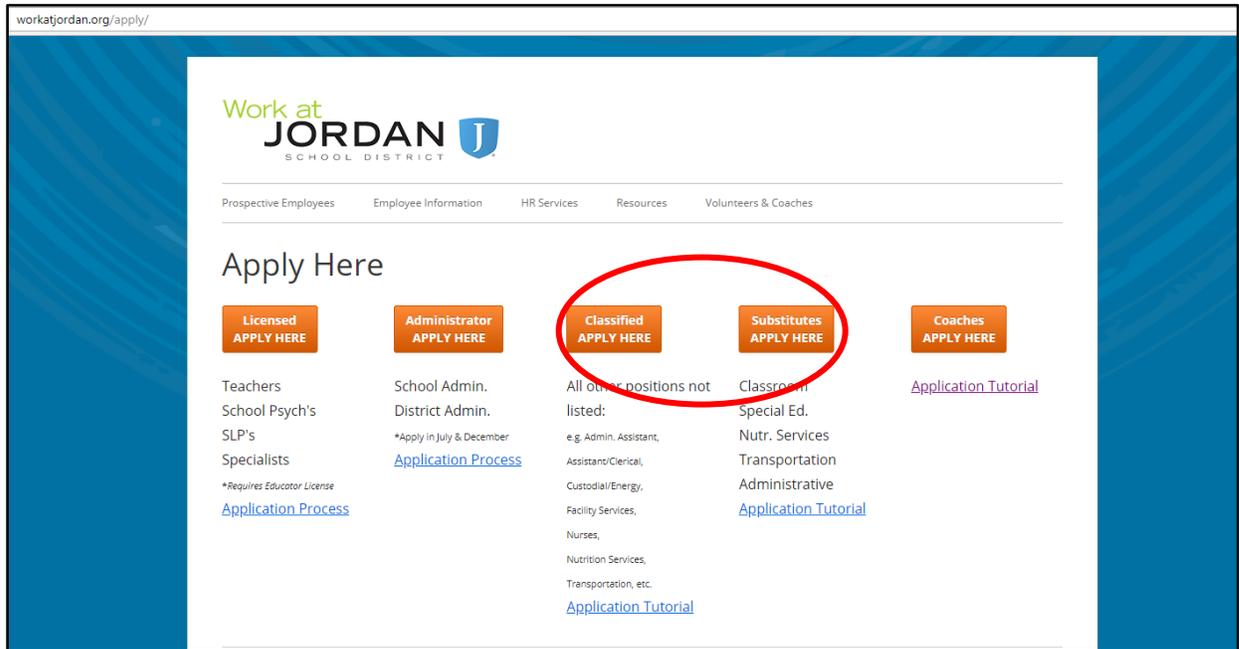


**How to Apply at Jordan School District**

Go to: [www.workatjordan.org/apply](http://www.workatjordan.org/apply)

1. Click the Orange “Apply Here” button for Classified or Substitutes.



2. Click on “Click to view current job openings”



- Use the boxes to filter through the current openings and click “Search For Posted Positions” or leave the boxes blank and click “Search For Posted Positions” to view all current openings.

Search By:  To filter the available posted positions, choose from the categories below and click 'Search For Posted Positions'. To view ALL posted positions, do not select any filter categories.

**Category (Select All) (Select None)**

- Educational Support
- Miscellaneous Hourly and Students
- Nutrition Services
- Part Time/Hourly Classified
- Substitute
- Teacher/Licensed

**Position (Select All) (Select None)**

- Assistant
- Clerical Support
- Custodial
- Health Services
- Hourly Assistant
- Maintenance/Operations
- Miscellaneous
- Nutritional Services
- Substitute
- Teacher

**Assignment (Select All) (Select None)**

- Behavior Support Asst I PT
- Bus Attendant Substitute
- Bus Driver Substitute
- Classroom Assistant I
- Classroom Assistant II
- Custodian Assistant
- Custodian Assistant PT
- Daycare Assistant I
- District Admin Asst I
- District Admin Asst IV
- Facility Inspector & Project Man

**Location (Select All) (Select None)**

- AUXILIARY SERVICES BLDG
- BASTIAN ELEMENTARY
- BINGHAM HIGH
- BLACKRIDGE ELEMENTARY
- BUTTERFIELD CANYON ELEMENTARY
- COLUMBIA ELEMENTARY
- COPPER HILLS HIGH
- COPPER MOUNTAIN MIDDLE
- CUSTODIAL SERVICES
- EASTLAKE ELEMENTARY
- EDUCATIONAL SUPPORT SERVICES

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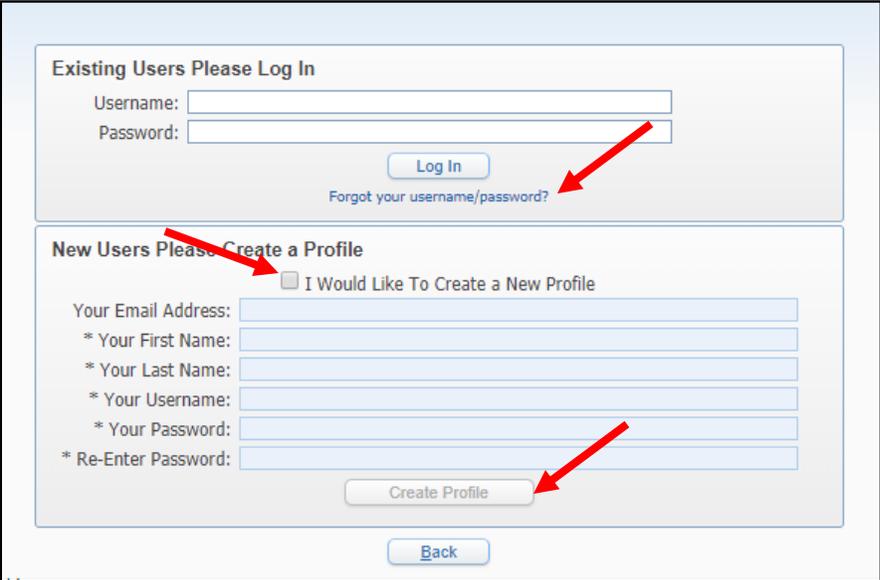
- Check the Apply box next to the positions you are interested in and click “Apply for Selected Position(s)”

Apply	Category	Position Description	Assignment Description	Department	Location
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Coach/Advisor	Coach Debate Assistant	COPPER HILLS HIGH
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Coach/Advisor	Coach Football Assistant	HERRIMAN HIGH
<input checked="" type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Coach/Advisor	Coach Soccer Boys Assis	HERRIMAN HIGH
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Coach/Advisor	Coach Soccer Girls Assist	RIVERTON HIGH
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Coach/Advisor	Coach Swim Assistant	RIVERTON HIGH
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Coach/Advisor	Coach Swim Assistant	WEST JORDAN HIGH
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Coach/Advisor	Coach Wrestling Assistan	HERRIMAN HIGH
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Coach/Advisor	Coach/Advisor Ballroom	HERRIMAN HIGH
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Insulin Nurse	2018/2019 Applicant Poc	EDUCATIONAL SUPPORT SI
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Student Assistant	Student (Under 18 or in I	
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Sub Custodian	2018/2019 Applicant Poc	CUSTODIAL SERVICES
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Sweeper Adult		SOUTH JORDAN MIDDLE
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Sweeper Adult	Adult	COPPER MOUNTAIN MIDDLE
<input type="checkbox"/>	Miscellaneous Hour	Miscellaneous	Misc - Sweeper Student	Student (Under 18 or in I	
<input type="checkbox"/>	Nutrition Services	Nutritional Services	Nutrition Serv Wrkr - 6hr Sec		COPPER HILLS HIGH
<input type="checkbox"/>	Nutrition Services	Nutritional Services	Nutrition Serv Wrkr - 6hr Sec		WEST JORDAN MIDDLE
<input type="checkbox"/>	Nutrition Services	Nutritional Services	Nutrition Serv Wrkr PT - ES Trad		COLUMBIA ELEMENTARY
<input type="checkbox"/>	Nutrition Services	Nutritional Services	Nutrition Serv Wrkr PT - ES Trad		HEARTLAND ELEMENTARY
<input type="checkbox"/>	Nutrition Services	Nutritional Services	Nutrition Serv Wrkr PT - ES Trad		ROSE CREEK ELEMENTARY
<input type="checkbox"/>	Nutrition Services	Nutritional Services	Nutrition Serv Wrkr PT - ES Trad		SOUTHLAND ELEMENTARY
<input type="checkbox"/>	Nutrition Services	Nutritional Services	Nutrition Serv Wrkr PT - ES YRE		FOOTHILLS ELEMENTARY
<input type="checkbox"/>	Nutrition Services	Nutritional Services	Nutrition Serv Wrkr PT - Sec		BINGHAM HIGH

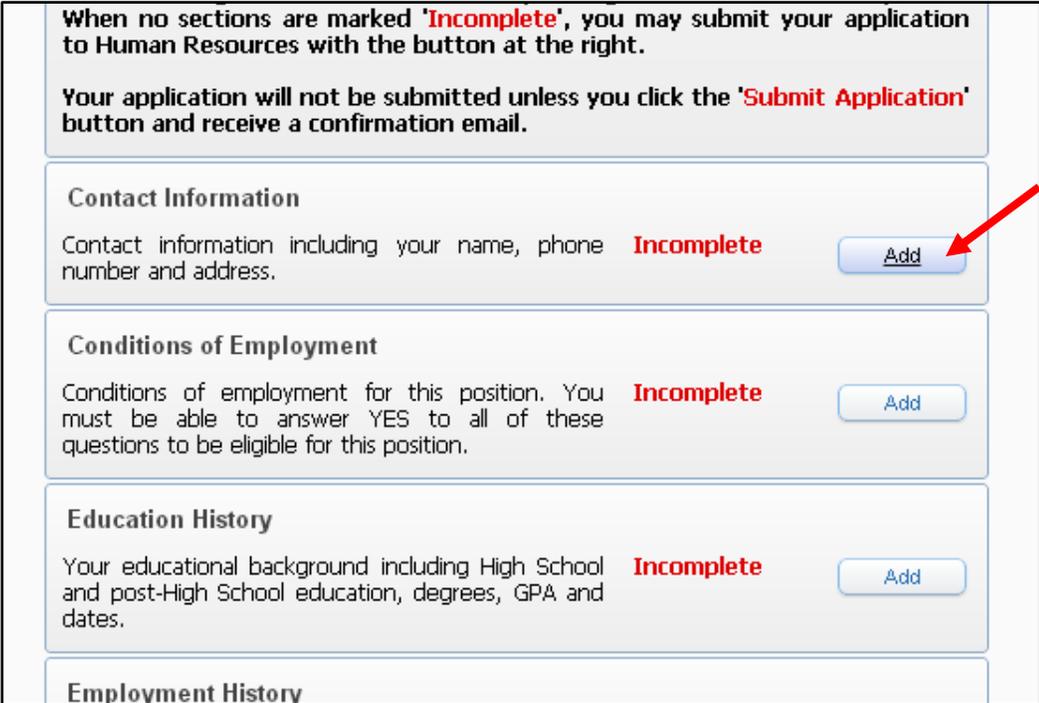
122 records displayed

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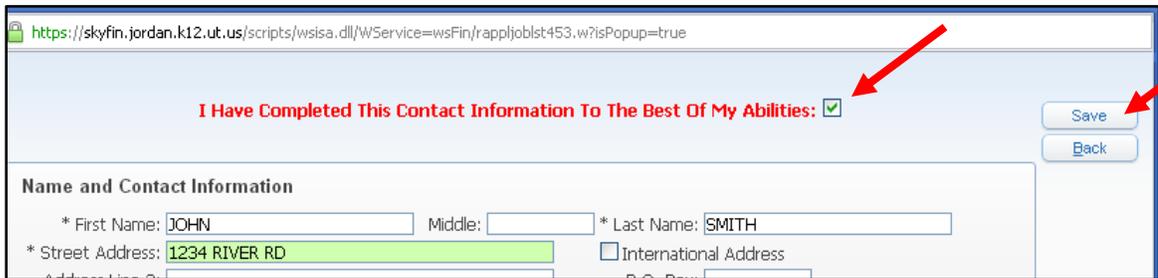
5. Select “I Would Like To Create a New Profile” and fill in the required fields. Click Create Profile.
  - a. If you have applied with JSD before, log in with your user name and password.
    - i. If you need help logging in, click the “Forgot your username/password?” link or email [hr@jordandistrict.org](mailto:hr@jordandistrict.org).



6. Click on the “Add” button for each section of the application.



- After completing each section, check the **“I Have Completed This Information to the Best of My Abilities”** box and click **“Save”**.



https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WSservice=wsFin/rappljoblst453.w?isPopup=true

**I Have Completed This Contact Information To The Best Of My Abilities:**

[Save](#) [Back](#)

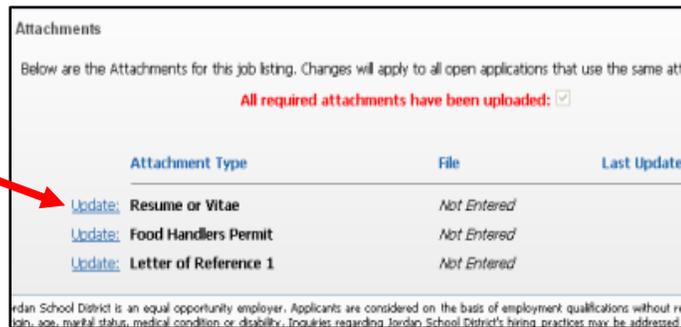
**Name and Contact Information**

\* First Name:  Middle:  \* Last Name:

\* Street Address:   International Address

**To add required attachments**

- Select **“Add”** in the Attachments section of the application.
- To the left of the required attachment’s name, select **“Update”**



**Attachments**

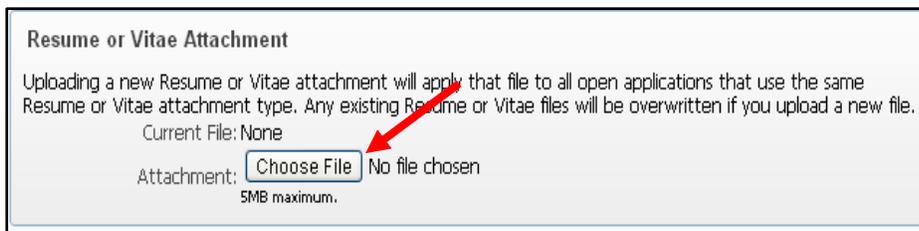
Below are the Attachments for this job listing. Changes will apply to all open applications that use the same attachment type.

**All required attachments have been uploaded:**

Attachment Type	File	Last Update
<a href="#">Update:</a> Resume or Vitae	Not Entered	
<a href="#">Update:</a> Food Handlers Permit	Not Entered	
<a href="#">Update:</a> Letter of Reference 1	Not Entered	

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- Select **“Choose File”** to browse for document on your computer.



**Resume or Vitae Attachment**

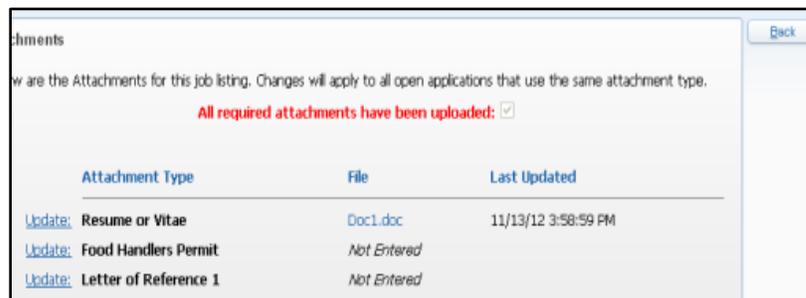
Uploading a new Resume or Vitae attachment will apply that file to all open applications that use the same Resume or Vitae attachment type. Any existing Resume or Vitae files will be overwritten if you upload a new file.

Current File: None

Attachment:  No file chosen

5MB maximum.

- After you upload all of the required documents, click **“Back”**



**Attachments**

Below are the Attachments for this job listing. Changes will apply to all open applications that use the same attachment type.

**All required attachments have been uploaded:**

Attachment Type	File	Last Updated
<a href="#">Update:</a> Resume or Vitae	Doc1.doc	11/13/12 3:58:59 PM
<a href="#">Update:</a> Food Handlers Permit	Not Entered	
<a href="#">Update:</a> Letter of Reference 1	Not Entered	

[Back](#)

12. After all sections of the application are showing Completed, click **“Submit Application”**.

Employment History  
 Your employment history, including contacts, salary and dates. **Completed** [Edit](#)

General Questions  
 You will be required to answer general questions about your qualifications for this position. **Completed** [Edit](#)

Attachments  
 You can attach documents related to this position such as your resume, cover letter and letter(s) of recommendation. **Completed** [Edit](#)

Comments  
 Any comments you may have regarding your application for this position. **Optional** [Add](#)

[Submit Application](#)

13. After submission, the system will take you back to your profile. This profile will save your information for future applications and will also show any correspondence that Human Resources may send to you.

Profile Data for JOHN SMITH

Profile Section	Status	Last Updated
<a href="#">Update</a> Email Address and Username/Password	Completed	11/13/2012
<a href="#">Update</a> Name and Contact Information	Completed	11/13/2012
<a href="#">Update</a> Conditions of Employment	Completed	11/13/2012
<a href="#">Update</a> Education History	Completed	11/13/2012
<a href="#">Update</a> Employment History	Completed	11/13/2012
<a href="#">Update</a> General Questions	Completed	11/13/2012
<a href="#">Update</a> Attachments	Completed	11/13/2012
<a href="#">Update</a> Comments	Optional	

Your Account

**1 New Messages** 

[View Messages](#)

[Log Out](#)

[View Posted Positions](#)

Your Applications

[Open \(1\)](#) [Processing \(0\)](#) [Closed \(0\)](#)

Open Applications:

	Position	Assignment	Location	New Msg	Status	Deadline	Positio
<a href="#">Edit</a>	Nutritional Services	Substitute		1	Submitted	Until Filled	1204

Click here to edit an individual application or to submit applications that show as **Not Submitted**



**\*Please remember that most correspondence is now done through email.\***