

How to complete an application in People Admin

1. **Website:** <http://nc.teachermatch.org>
2. **Sign in page:** If you have not created an account click sign up, otherwise enter your credentials
 - a. DO NOT USE YOUR CCS EMAIL AS YOUR EMAIL ADDRESS
3. **Set Preferences:**
 - a. Geography: choose all
 - b. Type: Choose at least **PUBLIC**
 - c. Regions: Choose at least **SOUTH**
 - d. Keywords: Leave blank
 - e. Profile Sharing: Choose one (by not selecting agree, may limit the availability of your application to potential employers)
 - f. Click SAVE PREFERENCES
4. **Dashboard:**
 - a. **Personal Planning:**
 - i. Complete **PORTFOLIO** (click arrows next to complete now)
 1. Personal Information: Complete all areas with an asterisk (*)
 2. **Academics:** click +Add School (enter at least high school)
 - a. Possible issues:
 - i. Enter the information in the order listed on screen
 - ii. If you do not see your school select My school is Not listed
 - iii. Enter your information, then select SAVE SELECTION
 - iv. Repeat is needed
 3. **Credentials:** Answer all information with an asterisk (*)
 - a. Certification/Licensure:
 - i. If you do not hold a teachers license, you will click add, then under Certification/Licensure Status, select DON'T HAVE ANY CERTIFICATIONS and then save section

- ii. If you Do have certifications or licensure: you will enter information for all of the fields that have an asterisk (*)

- 1. NOTE: Under Certification URL, enter NCDPI

4. **References:** Must enter 3

- i. Emails are required for references
- ii. If your reference does not have an email address use:

[firstnamelastname@noemail.com](mailto:firstname.lastname@noemail.com)

(example: Their name is John Doe do the email will be johndoe@noemail.com)

5. **Video Links:** OPTIONAL

6. **Additional Documents:** OPTIONAL

7. **Experiences**

- a. Resume: Upload a resume
- b. Employment History: add employment history by selecting +Add employment.
 - i. Possible issues:
 - 1. Position: Select area that applies, otherwise select other work experience
 - 2. Type of role: Select General Member is not a supervisor.
 - ii. Repeat if needed
- c. Involvement/Volunteer Work: OPTIONAL
- d. Honors: OPTIONAL

8. Affidavit: Review and then select the box for confirm, then click Complete

9. You will return to the Dashboard

5. **Jobs of Interest:** Select SEE ALL

- a. District: Type in Cumberland County
 - i. Optional: Enter school name
- b. Click search
- c. Find a position, click Apply now (paper and pen icon)
- d. Job positing will appear, click APPLY
- e. COVER LETTER: Select either that you DO NOT want to add a cover letter or that you want to type a cover letter. **DO NOT SELECT I AM CURRENTLY AN EMPLOYEE OF THIS DISTRICT.**
- f. Required Application Items for Cumberland County Schools

- i. Social Security number field is optional; however, is requested for verification, eligibility and identifying applicants and omission of the SS# can delay processing of your application.
 - ii. Confirm all information and complete all information with an asterisk (*), then click SAVE & CONTINUE
 - iii. NOTE: at this time if there are missing information on you application a box will appear with the information that needs to be corrected.
 - g. Mandatory Declarations:
 - i. Answer all questions
 - ii. If you select yes, an explanation is required.
 - h. Affidavit:
 - i. Review, then confirm, then click Continue
- 6. This process will be completed for all positions that are applied for.