How to complete an application in People Admin

1. **Website**: http://nc.teachermatch.org ; complete both sections explaining the application and applying to a job. **Use Google Chrome as your Browser.**

2. **Sign in page**: If you have not created an account click sign up, otherwise enter your credentials

   a**. CCS Employees:** DO NOT USE YOUR County EMAIL AS YOUR EMAIL ADDRESS

   b. Use your Legal Name (No Nicknames). Legal name is what is printed on your Social Security Card.

3. **Set Preferences**:

   a. Geography: choose all

   b. Type: Choose **PUBLIC**

   c. Regions: Choose **SOUTH**

   d. Keywords: Leave blank

   e. Profile Sharing: Choose one (by not selecting "I agree", it may limit the availability of your application to potential employers). CCS staff will not be able to view your application.

   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 for NC State Licenses.

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

5. **Video Links**: OPTIONAL, not required at this time.

6. **Additional Documents**: OPTIONAL, not required at this time.

7. Experiences

    a. Resume: Upload a resume

    b. Employment History: add employment history by selecting +Add employment.

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**: (Attaching an application to a job or category) From the Dashboard-Select SEE ALL in the bottom right-hand side

    a. District: Type in Cumberland County (select Cumberland County Schools from list)

        i. Optional: Enter school name where the job is located (if you have a school)

        ii. If you want to see the **Open Recruitment** Categories- type in **Human Resources. (Open Recruitment folders are for those that want to apply but there's no specific job at the moment you want to apply to.)**

    b. Click search **(if you want to see all jobs available)**

    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.***

        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: Confirmation that all info entered is truthful

      i. Review, then confirm, then click Continue

6. This process will be completed for all positions that are applied for.

Additional Information
1. Always view the most up to date vacancies at: **hr.ccs.k12.nc.us**
Click on the first link, **"Employment Opportunities".** Stay towards the top of the page of our CCS HR site. If you go below the line you will be relocated to the state site which may still show jobs that have already been filled.
2. Applying to advertised jobs within CCS is a **3** part process- creating an application, applying the application to specific job, and submitting paperwork to HR office.
3. **New Applicants:** To apply to advertised Custodial/Clerical jobs you must turn in to HR office a completed background form, resume', and letter of interest that includes the job title and location.
4. **New Applicants**: To apply to advertised certified/licensed jobs HR must have your official transcripts (copies of official transcripts will be accepted as long as they are clear and legible), copy of your teaching license, resume', and completed background form.
5. **New Applicants:** To apply to advertised Teacher Assistant jobs HR must have a letter of interest, a completed background form, and a copy of your official transcripts of either your 2-year degree, 4-year degree, or 48 Semester hours (course #'s less than 100 will not count towards the 48 hours). All must be from a Regionally Accredited College/University. Copies of an official transcript will be accepted. Please do not take pictures of the transcript for these will not be accepted.

Lateral Entry: Must have at least a Bachelor Degree from Regionally Accredited College
1. To see if you initially qualify for Later Entry Teacher, visit: **hr.ccs.k12.nc.us**
2. Click on, "**Lateral Entry-Do I Qualify**" on right-hand side
3. Answer all 3 questions for a pre-screening of Lateral Entry qualifications.
4. If all were answered YES, you are now able to go to step #2 (this does not guarantee you qualify for the program), click on **"Application Procedures".** Read the page carefully. This tells you what to send me & how to send it; include the area's you are interested in teaching.
5. Once I receive all docs needed, Licensure will look over your folder for the area you indicated. The process can take up to, but is not limited to 5-7 workdays. I will e-mail the results so make sure you have a completed application.

Submitting Transcripts to HR
1. There are a few different ways to submit your transcripts or License documentation to HR.
   a. You can e-mail them directly to **Cynthiaringler@ccs.k12.nc.us**
   b. Upload them into your Teacher Match application
   c. Ask you college/University to mail them to P.O. Box 2357, Highway 301 South, Fayetteville, NC, 28302
   d. Ask your college/university to send transcripts by direct e-mail link to **Cynthiaringler@ccs.k12.nc.us**
   e. Hand carry them to HR