Cumberland County Schools

Creating an Application Profile in TeacherMatch and Applying

Application Support: 877.974.7437

Before you get started you will need the following:



References- 3 references required to complete the application along with their email addresses if possible.



All jobs require some type of additional documents to be uploaded into the application. Review the CCS/HR website for more information on which documents you will need.

hr.ccs.k12.nc.us

Open a new Google Chrome Tab for Login page: <u>nc.teachermatch.org</u>

First Time Users will click on "Sign Up"

1. This is the <u>only time you will click on Sign Up.</u>

- If you already created a profile, simply enter your email address, password and "Login".
- □ Skip to page 8 for applying.

Sign In



Test your setup 🕖

For an optimal experience, please use Chrome, Firefox, or Safari. Some images and items may not display properly using Internet Explorer.

Unified Talent

Applicant Tracking

By logging into this site, you agree to TeacherMatch's Terms of Use

- □ Enter legal first and last name, along with a reliable email you frequently use.
- **Create a password you will remember**
- □ Click the box- "I'm not a robot"
- Click Sign Up
 Click Sign Up

| Sign up | Already Registered? Logi | in |
|-------------------------------------|---------------------------------------|-----------|
| First Name * | Last Name * | |
| Suomi | Morris | |
| Email * | | |
| suomimorris@mailinator.ce | om | |
| Password * | | |
| | | |
| V I'm not a robot | reCAPTCHA Priscy - Terms | |
| Sign up \tag | | |
| By clicking the Sign Up button, you | agree to TeacherMatch's Terms of Use. | |
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| | | f 8+ in 💩 |
| | | |

CCS Employees Do not use your county email

- □ The following message will appear.
- Let can take a few minutes for the authentication link to be sent to your email lnbox.
- □ Check your spam folder as it can sometimes skip the Inbox.

You have been successfully registered with TeacherMatch.

We have sent you an email with login details and an authentication link.

Please check your email to authenticate.

If you did not receive the authentication email, please check your spam box

or please send an email to us at

Click the link to verify your email address

Now you are ready to login with your new profile
 Back at the sign in page you will enter the email address and new password you created.

Dear Suomi Morris:

Welcome! You have now completed the registration process for NC School Jobs powered by PeopleAdmin.

Click here to verify your email: https://nccloud.teachermatch.org:443/verify.do3key=4364238id=1298

Your Login Email is: suomimoris@mailinator.com

Your password is the one you chose during the sign up process. If you forgot your password, simply click the "Forgot Password?" link on the Login Page. If you want to change your password, click on the Settings link under your name in the upper right of your screen after you login.

Welcome!

Client Services Team

You are receiving this email from an automated system. Please do not reply to this email. Eyou need assistance, please email us of clentervices@teachematch.net or coll (855) 980-0011



Please select your preferences for all of the types of places where you are interested and willing to work. Select all that apply. (Based on the preferences selected by you, TeacherMatch configures the Jobs of Interest section for you on your Darkboard. Don't worry, you can always change them later.)

| Geography * 😨 | Type * ③ | Regions * 🕐 |
|---------------|----------|---|
| Large urban | Public | Clicking blue links will expand and contract Regions. Use the checkboxes to select your Region(s) of Preference. |
| 🕑 Urban | Private | All UK Regions |
| 🖉 Suburban | Charter | Mid West |
| Rural | | |
| Remote | | Northeast |
| | | ✓ South |
| Keywords 🕜 | | US Territories |

West

| Please enter up to five keywords/phrases | |
|--|--|
|--|--|

commas

Resume 🕐

Choose File No file chosen

Recent resume on file: None

Profile Sharing

- I agree to allow my profile to be viewed by other district administrators based on my set job preferences.
- I do not want my profile to be viewed by other district administrators.

You have just selected the table of North Carolina, if you have interest in specific area: of the state, rather than statewide, continue to drill down (click blue links) to levels that are more granular. Under North Carolina, you can chose an entire region of the state, specific counties in that region or individual school districts. If you only choose North Carolina, your profile will be available to all districts across the state. However, by choosing options that are more granular you target who can see your revenue and profile. This data target the jobs tipplayed in the Jobs Of Interest section that is featured on your doshboard.

Save PreferencesC



- 1. **Geography**-select all
- 2. **Type** choose at least Public
- 3. Regions choose at least South
- 4. Skip Keywords- leave it blank

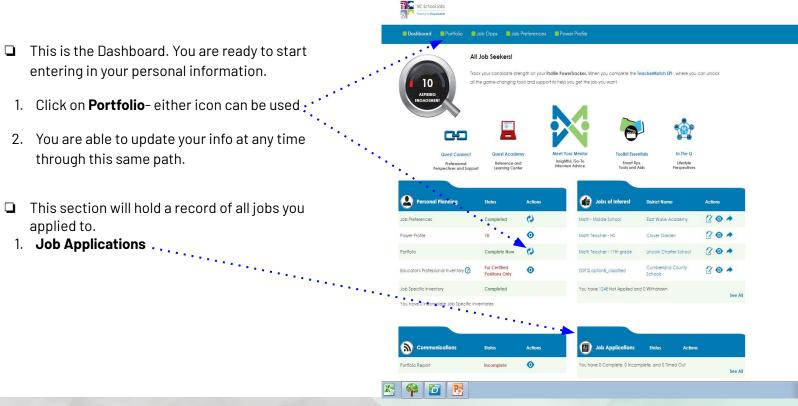
Upload your Resume

- 1. You are able to update it any time
- **Click "agree" to sharing profile with CCS**
 - 1. By not selecting "agree", you limit the ability of those hiring to view your application

Save by clicking on Green button

- 1. You are able to update it any time
- 2. Setting up a profile is only done once.

,



□ Complete all 5 sections of the application.

- 1. Personal
- 2. Academics
- 3. Credentials
- 4. Experience
- 5. Affidavit
- Use your legal name
 - 1. It should match what is on your Social Security Card.
- □ The *****means it is a required section.
 - 1. Remember to save each screen as you go.

Having issues with the application? Contact TeacherMatch Tech Support at 877.974.7437 or email <u>applicants@teachermatch.org</u>

| Personal | Academics | Credentials | 0 | Affidavit |
|----------------------------------|-----------------------------|--------------|-------------|-----------|
| Personal Informe | | credentials | Experiences | Andawi |
| Salutation 💿 | First Name* | Last Name* | | |
| Miss 🔹 | Suomi | Morris | | |
| Optional Equal Employr | ment Opportunity Compliance | | | |
| Race | Gender | | | |
| American Indian or | | sponse | | |
| Asian (2) | Male | | | |
| Black or African Am | erican 🕜 🛞 Femal | | | |
| Hispanic or Latino | Decin | ed to Answer | | |
| 🕑 White 🕜 | | | | |
| Native Howaiian or Islander 🕜 | Other Pacific | | | |
| Declined to Answer | 0 | | | |
| Zip Code * | State* | City* | | |
| 27205 | North Carol * | ASHEBORO . | | |
| Country* | | | | |
| United States | | * | | |
| Address Line 1* | | | | |
| 1234 Any Street | | | | |
| Address Line 2 | | | | |
| | | | | |
| Phone ⑦ | Mobile 🥝 |) | | |
| Priorite () | - 6100 | | | |
| 336 - 318 | 0100 | | | |
| | 8100 | | | |

| Personal Academics | Academics |) | Credentials | Experiences | Affidavit | + Add a Scho |
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| School/Dept | Dates Attended 👻 | Degree 🔶 | GPA | Field of Study 🚖 | Transcript 🔶 🛛 Ac | lions |
| Degreef No Degree High School Dip 2000 • ; cunulative Save Section Car Save & Continue | | Transcript Choose File Clear | 4 * * * * * * | Reid of Study: General Studies | My Reid's Not Lited | |

Academics Section

- 1. Use the +Add School button and the box will expand
- 2. Enter in name of the HS or College attended
- 3. If your school does not show- use "other".
- 4. Click **+Add School** for next College Info, repeat process as necessary.
- 5. Upload section:
- A. HS or college transcript for Clerk / Lunch Monitor
 - B. College transcript for TA/Support Assistant
 - C. <u>Official transcript</u> for licensed teachers, OT or OT-A's, PT or PTA's, SLP or SLPA's, and Residency Candidates.
- □ Click on the **Blue** "Save Section" button when you are done, followed by the **Green Save and Continue**.

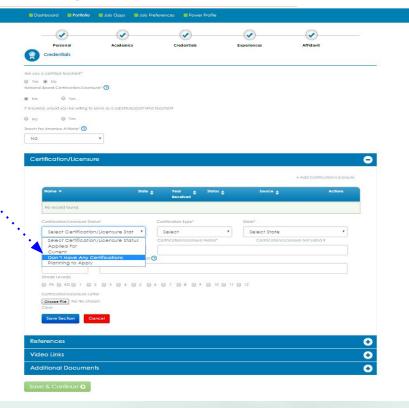
NOTE: For Clerk or Custodian, a copy of GED certificate or Diploma can be used. Upload the copy.

Residency- upload copy of official Bachelor transcript. <u>Transferred courses</u> on Bachelor's means an official transcript from these colleges are also needed.

Credentials Section

- 1. Use the **+Add** button and the box will expand.
- 2. This section is geared towards the licensed teacher.
- 3. Those applying only to Classified jobs and are <u>not</u> licensed as a teacher:
 - A. Click on the drop down box and choose, "I do not have any Certifications".
 - B. Click on the **Blue** Save Section button, followed by the **Green Save and Continue button**
 - C. Skip to page 13.

Having issues with the application? Contact TeacherMatch Tech Support at 877.974.7437 or email <u>applicants@teachermatch.org</u>



11

| Name 🔻 | | State 🖕 | Year 💠 Received | Status 🖕 | Source 🖕 | Actions |
|------------------------|-----------------------|-----------|-------------------------|----------------------------------|--------------------------|---------------|
| | | | | Don't Have Any Certifications | | Edit Delete |
| ertification/Licensure | • Status* | | Certification Type* | | State* | |
| Select Certifico | ation/Licensure State | • | Select | ٠ | Select State | * |
| ear Received* | Year Expires | | Certification/Licensure | • Name* | Certification/Ucensure N | of Listed 🖗 |
| Select • | Does Not Expire | • | | | : I | |
| OE Number | Certification/License | ure Url 🥝 |) | | | |
| | NCDPI | | | | | |
| rade Level(s) | | | | | | |
|) PK 🗎 KG 🗐 1 | 2 3 4 5 | 5 🗐 e | 7 8 9 | II 10 II 11 II | 12 | |
| artification/Deensure | Letter | | | | | |

Credentials Section- for Educators

- 1. <u>Licensed Teachers</u>- fill in the sections.
- 2. Use, "**NCDPI**" for NC licensed teachers in the box as shown.
- 3. You license info on file with DPI should auto-fill if you keyed in your Social Security number at the beginning of the application.
- 4. Use the **+Add button** for additional entries.

Teacher License Upload Section

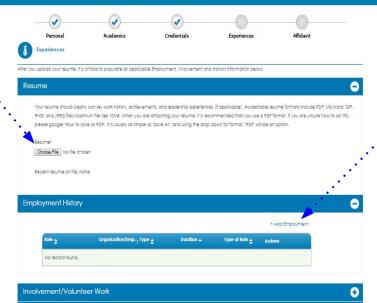
- 1. Click on "**Choose File**" to upload a saved copy of your teaching license.
- 2. NO URL Link
- 3. Save Section, Save Page

🛢 Dashboard 📑 Portfolio 📑 Job Opps 📑 Job Preferences 📑 Power Profile

NC School Jobs

Experience Section of App

1. Upload Resume here



- Click on **+Add** for box to expand.
- 1. Enter Work History information
- 2. Use the +Add for each entry needed.
- 3. Save the section, save the page when done.









TeacherMatch.com Candidate Portal TERMS AND CONDITIONS OF USE

PLACE BAD THEE TEXING AND CONDITIONS OF UIE CAREFULLY EETORE UNING The Teacher/latitician danage Panal (this Panal) "too undere enclased a access the across by operating the enclosed on whith the potential employed acadition of undere to the lay. Usu use of this Panal is uservary conditioned on your acceptances of the terms and conditions that follows by under the Panal of Usu and Panal Panal (the uservary) conditioned on your acceptances of the terms and conditions that follows by under the Panal of Usual panal Panal (the Usual Panal Panal (the Usual Panal Panal) and the enclased to make terms and conditions, do not use this Panal, its directes to and is not open for use by onyone younger than the lated or poincies it which enclayment is sugert. There any peans on policies personal information mough this Forma presents to effect (to) being algement (10) ward of age or sole; o) (1) funder algement (10) ward of age, noung information of the content of this Affloxit and avaing obtained in the rest of the terms and conditions.

Copyright © 2012 - 2016,TEACHERWATCH, LLC ALL RIGHTS RESERVED..

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2. AGE AND RESPONSIBILITY... You represent that you are at least the legal age to work in the state or province in which you seek employment. You acknowledge that: (a) in using this Portal you may create binding legal obligations for any lability you may incur as a result of the use of this Portal; and (b) you understand that you are

I confirm that I have read the affidavit of integrity and agree to abide by its terms.

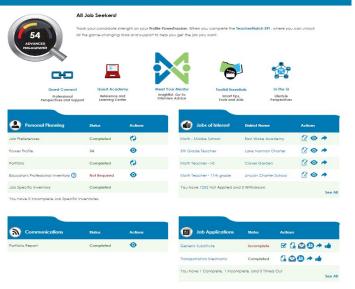


NC School Jobs

Affidavit Section- Read and Confirm

1. Click the button that you have read the terms and conditions and confirm.

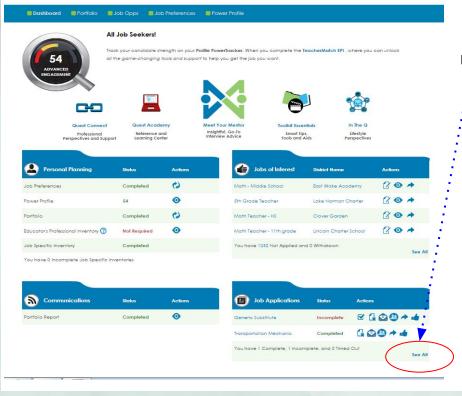
Dashboard Portfolio Job Opps Job Preferences Power Profile



Dashboard- You will be redirected back to the Dashboard

 An auto-generated email will be sent to the email you created this profile, letting you know the process is complete.

Profile Completed: Applying To Positions



G Finding Jobs in TeacherMatch

- I.From the Dashboard, click on the "**see all**" button in the
- bottom right section.
- 2. All jobs you apply to will be shown here.
- The "Status" button indicates whether or not you completed the process. Any "Incomplete" status means you must take action to complete.

You are able to update your Profile at any time by clicking on the **Portfolio button**. Advance through each screen remembering to save as you update.

Applying to Positions

- 1. Type in <u>Cumberland County Schools</u> under District.
- 2. For Open Recruitment Folders, Type <u>Human Resources</u> under School/Department. Click **Search**
- 3. To apply to a specific job, type the hiring school name under School/Department Name.
- 4. When you find a job you are interested in, it's a good idea to contact the school first to ensure it's still available.
- 5. If the job is available, click on the icon to apply \int

| District | | | School/Department Name | |
|------------|----------------|-------|------------------------|---|
| Cumberland | County Schools | | Human Resources | |
| City | | | State | |
| All | | ~ | All | ~ |
| Zone | S | tatus | | |
| All | ~ | All | Search () | |

<u>Open Recruitment Folders</u> are used when schools are looking for more candidates. There is a folder for all categories.

| Apply 🕖 | Canc |
|---------|------|
|---------|------|

Job Title

20/21 SY Custodian II 359142

District Name

Cumberland County Schools

Posted on

Oct 14, 2020, 12:01 AM EST

Expiration Date

Oct 21, 2020,04:00 PM EST

Job Description Ø

Custodian I

Full-time/100%

12 month

Available: 11/2/2020

To be considered for this position you must upload the following required documents to your applicat

1. Resume

2. Background Form

Job Qualification

One year of experience in housekeeping work. Abil write. Ability to supervise and work effectively with other people as well as understand and follow oral and written instructions. General knowledge of cleaning methods, materials, and equipment. General knowledge of school heating system operation and maintenance. Must possess physical strength sufficient to perform heavy manual tasks.

Site/Department Name

1800 Seabrook Road, Fayetteville, North Carolina, 28301

E E Smith High



1. This page shows some detail on the job you are about to apply to.

- click on the icon for more information on applying to this particular position.
- . Click **Apply** either at the top or bottom of the page.

NOTE: Some jobs will ask for you to upload additional documentation.

1. Skip this box entirely- click "Continue"

DO NOT Click on, "I am currently an employee of this District", even if you are a CCS Employee.

| Cover Letter | × | and Contruer. Personal Information* Salutation ③ | First Name |
|--|------------------|--|------------|
| I do not want to add a cover letter Please type in your cover letter I am currently an employee of this District | | Mrs. Lott 4 of 55% (2) 4789 Address* Address Line 1* 123 Any Street Address Line 2 | Subn |
| | Continue O Close | Country" United States 2p Code" 27205 Phone Number" Proce" 336 555 | 1234 |

- 2. Review the information using the scroll bar on the right.
- 3. If you are missing any required information it will not allow you to leave this page until fixed.

| | All applicants are required to provide the following information. If you have already provided this information previously and there is to continue by clicking on "Save and Continue" button below. However if this information has changed, then please update the relevant and Continue". | |
|--|--|--|
| a cover letter over letter ployee of this District | Personal Information* First Name* Middle Name Last Name* Salutation () First Name* Middle Name Last Name* Mits. V Suomi Morris Last 4 of 55% () Submit SSN () A Social Security number is optioned but requested for the following reasons on conducting investigations of personal and employment history, and althe proteins Address.* Address inte 1* 123 Any Street Address line 2 | etween individuals with the same name, and er tasks required to complete the staffing |
| 4. Click on the Green Save & Continue . | Country* United States • Zp Code* State* City* 22205 North Carolina • Phone Numbe* • ASHEBORO • S36 . 555 - 1234 • • S0000 • • • • • | |
| when you are ready. | | Save & Continue O Close |

Answer all Qualifying Questions (Mandatory Declarations)

- 1. If <u>YES</u> is selected, an explanation is required.
- 2. Click "Continue" when complete.

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| <pre>https://documents/integrate/outpact/outpa</pre> | uestions, then please update it accordingly. | | |
| NA A NA | duestion 1 of 11 Note: Read select N/A/If you are a male younger than 18 or order than 28, or a female. If you are a male who is 18 through 28 years of age, are you registered with Selective Sen/ce (Craft)? ◎ Test | | |
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Review & Continue

- 1. Review the Certification & Release of Liability Affidavit.
- 2. Click Continue to complete

Affidavit

Applicant's Certification & Release of Liability

It the applicative motive by sometion of this online application certify that in thereby sepresting autoritate the board of Sucardian, its agents, and its emproyees to have any investigation of my personal or employment history, seprestly including, but not limited to, feared and/or state criminal, jour enforcement, or half records, unitial may include continuation by representative application because the second and any second and any second and any personal or employment application by the total decay of suce and any personal or employment application by the total of suce and any second any second and any second and any second and any second and any second any second and any second any second any second any second and any second any second and any second any second and any second any se

I confirm that I have read the affidavit of integrity and agree to abide by its terms.

Continue () Cancel

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You are done!

Thank you for applying to Cumberland County Schools

For any issues with this application including uploading documents, contact TeacherMatch Tech Support at: **877.974.7437** or **855.980.0511**.

Advertised Jobs : You must apply and upload all documents requested by the end date in order to be considered for the position.
 Non-Advertised jobs: Upload documents and contact school to ensure job is still available. Schools review and hired directly.