

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:



- ❑ A personal email address such as Google, Yahoo, Hotmail, etc. ***If you are a current CCS employee do not use your county email.***
- ❑ References- 3 references required to complete the application along with their email addresses if possible.
- ❑ Current Resume you can upload.
- ❑ 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:

nc.teachermatch.org

- ❑ First Time Users will click on **“Sign Up”**

1. This is the only time you will click on Sign Up.

- ❑ If you already created a profile, simply enter your email address, password and **“Login”**.

- ❑ Skip to page 8 for applying.

Sign In

Email

Password

Remember me • [Forgot Password?](#)

If you don't have a login, please sign-up here

Test your setup

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

By logging into this site, you agree to TeacherMatch's [Terms of Use](#)

First Time Users: Creating a Profile

- ❑ 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

CCS Employees
Do not use your
county email

Sign up

Already Registered? [Login](#)

First Name *

Last Name *

Email *

Password *

Password Strength
■■■■■ Strong
Please Select Checkbox *



[Sign up](#)

By clicking the Sign Up button, you agree to TeacherMatch's Terms of Use.



[About Us](#) | [Resources](#) | [Register](#) | [Contact Us](#) | [Press & Media](#) | [Site Map](#) | © 2015 TeacherMatch. All Rights Reserved

First Time Users: Creating a Profile

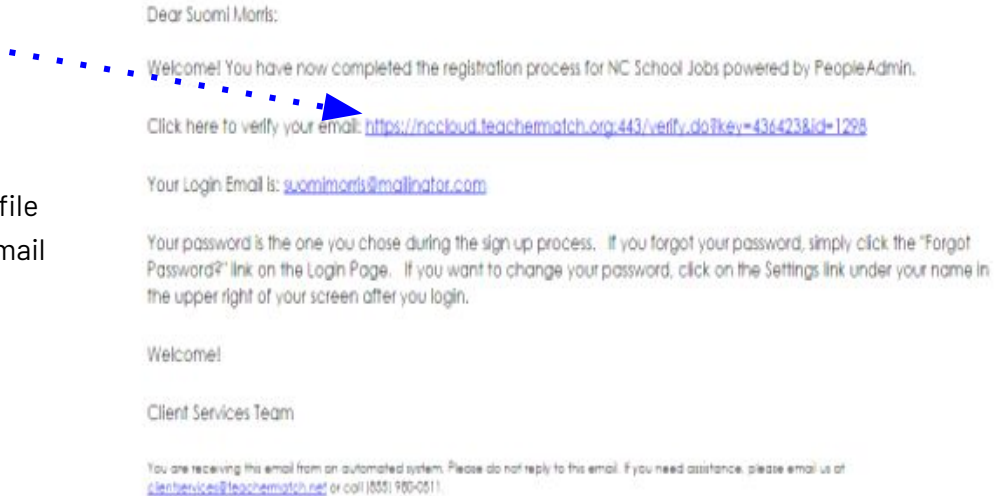
- ❑ The following message will appear.
- ❑ It can take a few minutes for the authentication link to be sent to your email Inbox.
- ❑ Check your spam folder as it can sometimes skip the Inbox.

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

First Time Users: Creating a Profile

❑ Click the link to verify your email address

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



First Time Users: Creating a Profile

Set Preferences

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 Dashboard. Don't worry, you can always change them later.)

Geography ⓘ	Type ⓘ	Regions ⓘ
<input type="checkbox"/> Large urban	<input checked="" type="checkbox"/> Public	Clicking blue links will expand and contract Regions. Use the checkboxes to select your Region(s) of Preference.
<input checked="" type="checkbox"/> Urban	<input type="checkbox"/> Private	<input type="checkbox"/> All UK Regions
<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Charter	<input type="checkbox"/> Mid West
<input checked="" type="checkbox"/> Rural		<input type="checkbox"/> Northeast
<input checked="" type="checkbox"/> Remote		<input checked="" type="checkbox"/> South
		<input type="checkbox"/> US Territories
		<input type="checkbox"/> West

Keywords ⓘ

Please enter up to five keywords/phrases

Please enter up to 5 keywords/phrases that describe your job interests, separated by commas.

Resume ⓘ

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 state of North Carolina. If you have interest in specific areas of the state, rather than statewide, continue to drill down (click blue links) to levels that are more granular. Under North Carolina, you can choose 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 resume and profile. This also targets the jobs displayed in the Jobs Of Interest section that is featured on your dashboard.

Setting up Preferences:

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.

First Time Users: Creating a Profile

❑ This is the Dashboard. You are ready to start entering in your personal information.

1. Click on **Portfolio**- either icon can be used.
2. You are able to update your info at any time through this same path.

❑ This section will hold a record of all jobs you applied to.

1. **Job Applications**

NC School Jobs
Professional Perspectives

Dashboard Portfolio Job Opps Job Preferences Power Profile

All Job Seekers!

Track your candidate strength on your **Profile Powertracker**. When you complete the **TeacherMatch EPI**, where you can unlock all the game-changing tools and support to help you get the job you want.

10 ASPIRING ENGAGEMENT

Quest Connect
Professional Perspectives and Support

Quest Academy
Reference and Learning Center

Meet Your Mentor
Insightful, Go-To Interview Advice

Toolkit Essentials
Smart Tips, Tools and Aids

In The Q
Lifestyle Perspectives

Personal Planning Status Actions

Item	Status	Actions
Job Preferences	Completed	Refresh
Power Profile	10	Refresh
Portfolio	Complete Now	Refresh
Educator's Professional Inventory	For Certified Positions Only	Refresh
Job Specific Inventory	Completed	

You have 0 incomplete Job Specific Inventories

Jobs of Interest District Name Actions

Item	District Name	Actions
Math - Middle School	East Wake Academy	Refresh, Eye, Share
Math Teacher - HS	Clover Garden	Refresh, Eye, Share
Math Teacher - 11th grade	Lincoln Charter School	Refresh, Eye, Share
DSPQ.option8_classified	Cumberland County Schools	Refresh, Eye, Share

You have 1248 Not Applied and 0 Withdrawn [See All](#)

Communications Status Actions

Item	Status	Actions
Portfolio Report	Incomplete	Refresh

Job Applications Status Actions

Item	Status	Actions
Job Applications	You have 0 Complete, 0 Incomplete, and 0 Timed Out	

[See All](#)

First Time Users: Creating a Profile

❑ 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 applicants@teachermatch.org

Navigation: Dashboard | Portfolio | Job Opps | Job Preferences | Power Profile

Progress: Personal | Academics | Credentials | Experiences | Affidavit

Personal Information

Salutation* First Name* Last Name*

Optional Equal Employment Opportunity Compliance (EEOC) Selections

Race

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino
- White
- Native Hawaiian or Other Pacific Islander
- Declined to Answer

Gender

- No Response
- Male
- Female
- Declined to Answer

Zip Code* State* City*

Country*

Address Line 1*

Address Line 2

Phone* Mobile*

Expected Salary \$

[Save & Continue](#)

First Time Users: Creating a Profile

NC School Jobs
Powered by PeopleAdmin

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics Credentials Experiences Affidavit + Add a School

School/Dept	Dates Attended	Degree	GPA	Field of Study	Transcript	Actions
No record found.						

Degree* No Degree
High School Dip

School/ Dept*
Other

My School is Not Listed

Field of Study*
General Studies

My Field is Not Listed

Transcript
Choose File No file chosen
Clear

GPA
Cumulative

Save Section Cancel

Save & Continue

TEACHERMATCH
BECAUSE TEACHERS MATTER MOST

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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. Official transcript 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. Transferred courses on Bachelor's means an official transcript from these colleges are also needed.

First Time Users: Creating a Profile

❑ 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 not 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 applicants@teachermatch.org

The screenshot shows the 'Credentials' section of a user profile. At the top, there is a navigation bar with links for Dashboard, Portfolio, Job Opps, Job Preferences, and Power Profile. Below this is a progress indicator with five steps: Personal, Academics, Credentials (current), Experiences, and Affidavit. The main content area asks 'Are you a certified teacher?' with radio buttons for 'Yes' and 'No'. Below this are questions about National Board Certification/Licensure and whether the user is willing to serve as a substitute/part-time teacher. A 'Teach for America Affiliate?' dropdown is set to 'No'. The 'Certification/Licensure' section is expanded, showing a table with columns for Name, State, Year Received, Status, Source, and Actions. Below the table, there are input fields for 'Certification/Licensure Status*', 'Certification type*', 'State*', 'Certification/Licensure Name*', and 'Certification/Licensure Not Listed #'. A dropdown menu is open over the 'Certification/Licensure Status*' field, showing options: 'Select Certification/Licensure Status Applied For Current', 'Don't Have Any Certifications', and 'Planning to Apply'. At the bottom of the form, there are 'Save Section' and 'Cancel' buttons, and a 'References' section with expandable options for 'Video Links' and 'Additional Documents'. A green 'Save & Continue' button is at the very bottom.

First Time Users: Creating a Profile

Certification/Licensure

+ Add Certification/Licensure

Name	State	Year Received	Status	Source	Actions
Don't Have Any Certifications					Edit Delete

Certification/Licensure Status*
Select Certification/Licensure Status

Certification Type*
Select

State*
Select State

Year Received*
Select

Year Expires
Does Not Expire

Certification/Licensure Name*
Certification/Licensure Not Listed ?

DOE Number

Certification/Licensure Url ?
NC DPI

Grade Level(s)
 PK KG 1 2 3 4 5 6 7 8 9 10 11 12

Certification/Licensure Letter
 No file chosen
Clear

❑ Credentials Section- for Educators

1. Licensed Teachers- fill in the sections.
2. Use, "**NC DPI**" for NC licensed teachers in the box as shown.
3. Your 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

First Time Users: Creating a Profile

❑ Experience Section of App

1. Upload Resume here

The screenshot shows the 'Experiences' section of the NC School Jobs app. At the top, there is a navigation bar with options: Dashboard, Portfolio, Job Opps, Job Preferences, and Power Profile. Below this is a progress indicator with five steps: Personal, Academics, Credentials, Experiences, and Affidavit. The 'Experiences' step is currently active. A message states: 'After you upload your resume, it is critical to populate all applicable Employment, Involvement and Honors information below.' The 'Resume' section includes instructions on acceptable file formats (PDF, MS-Word, GIF, PNG, JPEG) and a 'Choose File' button. Below this is the 'Employment History' section, which has a '+ Add Employment' button and a table with columns for Role, Organization/Emp. Type, Duration, Type of Role, and Actions. The table currently shows 'No record found.' At the bottom, there are sections for 'Involvement/Volunteer Work' and 'Honors', both with '+ Add' buttons, and a 'Save & Continue' button.

- ❑ 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.

You're almost done!

First Time Users: Creating a Profile

Profile is Complete!

The screenshot shows the 'TeacherMatch.com Candidate Portal' with a progress bar at the top indicating completion for Personal, Academics, Credentials, Experiences, and Affidavit. The 'Affidavit' section is active, displaying the 'TERMS AND CONDITIONS OF USE' document. A 'Complete' button is highlighted with a blue arrow pointing to it.

❑ Affidavit Section- Read and Confirm

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

The screenshot shows the 'All Job Seekers!' dashboard. A circular gauge displays a score of 54 'ADVANCED ENGAGEMENT'. Below the gauge are several tool icons: Quest Connect, Quest Academy, Meet Your Mentor, Toolkit Essentials, and In The Q. Two tables are visible: 'Personal Planning' and 'Job Applications'.

Personal Planning	Status	Actions
Job Preferences	Completed	
Power Profile	54	
Portfolio	Completed	
Educator's Professional Inventory	Not Required	
Job Specific Inventory	Completed	
You have 0 incomplete Job Specific Inventories		

Job Applications	Status	Actions
Generic Substitute	Incomplete	
Transportation Mechanic	Completed	
You have 1 Complete, 1 Incomplete, and 0 Timed Out		
See All		

❑ Dashboard- You will be redirected back to the Dashboard

1. 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

Dashboard Portfolio Job Opps Job Preferences Power Profile

All Job Seekers!

Track your candidate strength on your **Profile PowerTracker**. When you complete the **TeacherMatch EPI**, where you can unlock all the game-changing tools and support to help you get the job you want.

Quest Connect
Professional Perspectives and Support

Quest Academy
Reference and Learning Center

Meet Your Mentor
Insightful, Go-To Interview Advice

Toolkit Essentials
Smart Tips, Tools and Aids

In The Q
Lifestyle Perspectives

Personal Planning	Status	Actions
Job Preferences	Completed	
Power Profile	54	
Portfolio	Completed	
Educator's Professional Inventory	Not Required	
Job Specific Inventory	Completed	
You have 0 Incomplete Job Specific Inventories		

Jobs of Interest	District Name	Actions
Math - Middle School	East Wake Academy	
5th Grade Teacher	Lake Norman Charter	
Math Teacher - HS	Clover Garden	
Math Teacher - 11th grade	Lincoln Charter School	
You have 1252 Not Applied and 0 Withdrawn		See All

Communications	Status	Actions
Portfolio Report	Completed	

Job Applications	Status	Actions
Generic Substitute	Incomplete	
Transportation Mechanic	Completed	
You have 1 Complete, 1 Incomplete, and 0 Timed Out		See All


❑ Finding Jobs in TeacherMatch

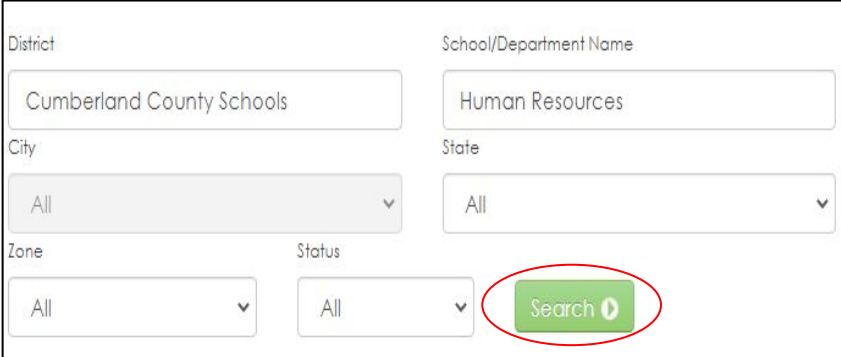
1. From the Dashboard, click on the **“see all”** button in the bottom right section.
2. All jobs you apply to will be shown here.
3. The **“Status”** button indicates whether or not you completed the process. Any **“Incomplete”** status means you must take action to complete.

- ❑ 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

❏ Applying to Positions

1. Type in Cumberland County Schools under District.
2. For Open Recruitment Folders, Type Human Resources 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 



The screenshot shows a search form with the following fields and values:

- District: Cumberland County Schools
- School/Department Name: Human Resources
- City: All
- State: All
- Zone: All
- Status: All
- Search button: A green button with the text "Search" and a magnifying glass icon, which is circled in red.

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

Applying to Positions

Apply Cancel

Job Title
20/21 SY Custodian II 359142

District Name
Cumberland County Schools

Site/Department Name
E E Smith High
1800 Seabrook Road, Fayetteville, North Carolina, 28301

Posted on
Oct 14, 2020, 12:01 AM EST

Expiration Date
Oct 21, 2020, 04:00 PM EST

Job Description
 Custodian II
Full-time/100%
12 month
Available: 11/2/2020

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

1. Resume
2. Background Form

Job Qualification
One year of experience in housekeeping work. Ability to read and 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.

Apply Cancel

1. This page shows some detail on the job you are about to apply to.
2. Notice the paperclip icon under **Job Description**—click on the icon for more information on applying to this particular position.
3. Click **Apply** either at the top or bottom of the page.

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

Applying To Positions

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 [X]

I do not want to add a cover letter

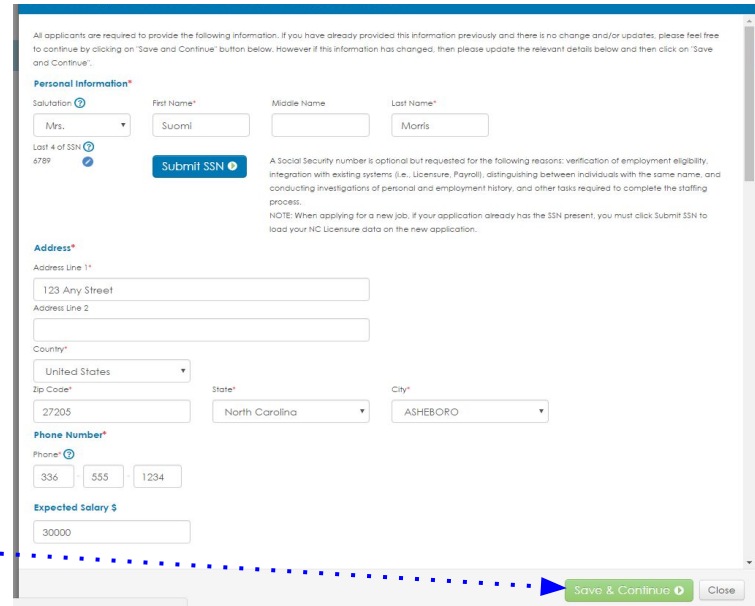
Please type in your cover letter

I am currently an employee of this District



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 no change and/or updates, please feel free to continue by clicking on "Save and Continue" button below. However if this information has changed, then please update the relevant details below and then click on "Save and Continue".

Personal Information*

Salutation First Name* Middle Name Last Name*

Last 4 of SSN A Social Security number is optional but requested for the following reasons: verification of employment eligibility, integration with existing systems (i.e., Licensure, Payroll), distinguishing between individuals with the same name, and conducting investigations of personal and employment history, and other tasks required to complete the staffing process.
NOTE: When applying for a new job, if your application already has the SSN present, you must click Submit SSN to load your NC Licensure data on the new application.

Address*

Address Line 1*

Address Line 2

Country*

Zip Code* State* City*

Phone Number*

Phone*

Expected Salary \$

4. Click on the Green **Save & Continue** when you are ready.

Applying to Positions

❑ Answer all Qualifying Questions (Mandatory Declarations)

1. If **YES** is selected, an explanation is required.
2. Click **“Continue”** when complete.

Mandatory Declarations

The District requires all the applicants to answer the following questions. If you have already answered them previously and there is no change and/or updates to the previous response, please feel free to continue to the next screen. However, if the information has changed from the last time you responded to these questions, then please update it accordingly.

Question 1 of 11
Note: Please select N/A if you are a male younger than 18 or older than 25, or a female. If you are a male who is 18 through 25 years of age, are you registered with selective service (draft)?
 yes
 no
 N/A
If no, explain:

Question 2 of 11
Are you a US citizen or an alien with work authorization?
 yes
 no

Question 3 of 11
Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?
 yes
 no

Question 4 of 11
Does your name appear on any sex offender database in any state or country?
 yes
 no

Question 5 of 11
Have you ever had any indicated finding of child abuse filed in your name?
 yes
 no
If yes, explain, and provide date:

Question 6 of 11
Do any of your relatives work in the NC Public Schools System?
 yes
 no
Please Explain:

Question 7 of 11
NC state law provides applicants the right not to disclose any arrest, charge or conviction that has been expunged.



❑ Review & Continue

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

Applicant's Certification & Release of Liability

I, the applicant/employee, by submission of this online application certify that I hereby expressly authorize the Board of Education, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement, or traffic records, which may include confirmation by fingerprint identification. I further authorize any former employer, person, firm, corporation, credit agency, administration body, or governmental agency to give the Board of Education, or its agents, or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Education, its members, officers, agents, or its employees, I hereby release the Board of Education to which this application is submitted and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. If employed, I further authorize the Board of Education or its agents to provide information about my employment in this school system to future employers or prospective employers. I authorize persons to whom an exact copy of this release is presented to rely on the copy as if it were a signed original. I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I also understand that the application, references, and other employment-related information become property of the local school system and are classified as confidential information. I understand that the employment application has been developed, reviewed and approved by the human resource staff for the individual school districts. Both the website and the application are a resource to assist applicants in applying for employment with local boards of education across North Carolina. Neither the NC state Board of Education nor the NC

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

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TEACHERMATCH
WHERE TEACHERS MATTER MOST

You are done!

Applying to Positions

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.
-

Cumberland County Schools

Uploading Documents into the TeacherMatch Application

Application Support: 877.974.7437

Before you get started you need to read the following:

- Cumberland County Schools now has a “paperless processing” system set in place. All required documents needed for hire must be uploaded into the application.
- Know what documents you are uploading. Have the document named and placed on the desktop ready for easy uploading.
- Documents uploaded will remain in the application until you either remove them or replace them with updated info. These documents will be pulled for all jobs you apply to- no need to resubmit to HR.
- For more information on what types of documents are needed, visit the CCS/HR website, and then click “General Information”.



Log into your TeacherMatch account...

- Using Google Chrome as the browser, type in nc.teachermatch.org
- Click on Login, go to Dashboard, then to Portfolio
- Advance through each screen by clicking on Save & Continue until you reach the appropriate section for your document.

The dashboard features a top navigation bar with the following tabs: Dashboard, Portfolio, Job Opps, Job Preferences, and Power Profile. A central gauge displays a score of 54 for 'ADVANCED ENGAGEMENT'. Below the gauge are five service icons: Quest Connect, Quest Academy, Meet Your Mentor, Toolkit Essentials, and In The Q. The main content area is divided into four sections: Personal Planning, Jobs of Interest, Communications, and Job Applications.

All Job Seekers!
Track your candidate strength on your **Profile PowerTracker**. When you complete the **TeacherMatch EPI**, where you can unlock all the game-changing tools and support to help you get the job you want.

Quest Connect
Professional Perspectives and Support

Quest Academy
Reference and Learning Center

Meet Your Mentor
Insightful, Go-To Interview Advice

Toolkit Essentials
Smart Tips, Tools and Aids

In The Q
Lifestyle Perspectives

Personal Planning	Status	Actions
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Jobs of Interest	District Name	Actions
Math - Middle School	East Wake Academy	
5th Grade Teacher	Lake Norman Charter	
Math Teacher - HS	Clover Garden	
Math Teacher - 11th grade	Lincoln Charter School	
You have 1252 Not Applied and 0 Withdrawn		See All

Communications	Status	Actions
Portfolio Report	Completed	

Job Applications	Status	Actions
Generic Substitute	Incomplete	
Transportation Mechanic	Completed	
You have 1 Complete, 1 Incomplete, and 0 Timed Out		See All

Uploading Documents into TeacherMatch



Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics Credentials Experiences Affidavit

Academics + Add a School

School/Dept	Dates Attended	Degree	GPA	Field of study	Transcript	Actions
No record found.						

Degree* No Degree School/ Dept* My School is Not Listed Field of Study* My Field is Not Listed

High School Dip Other

2000 to 2004

Transcript

Choose File No file chosen

Clear

GPA Cumulative

Save Section Cancel

Save & Continue

Once the school or college information has been added you can upload the transcript here.

Upload section:

- Click on “**Choose File**” and a pop-up box will appear.
- Use the pop-up box to find your document on the desktop of your computer.
- Click on the document you want to upload and then select “**Open**” to upload it into the application. Remember to Save.

Note: For Classified Staff an unofficial transcript is acceptable. Certified or Residency applicants must upload legible copies of the official transcripts.

Please do not send HR a link to transcripts.

Uploading Documents into TeacherMatch

References

Video Links

Additional Documents

+ Add Additional Document

Document Name	Document	Actions
AAS Degree Diploma		Edit Delete
BG form_7.30.2020		Edit Delete

Additional Documents*

Document (please upload a file)*

No file chosen

You're Done!

To upload the CCS Background form and any supporting documents, locate the **Additional Documents** section and click **+Add Additional Documents**.

Upload section:

A. Click on “**Choose File**”

B. Use the pop-up box to find your document on the desktop of our computer.

C. Click on the document you want to upload and then select “Open” to upload it into the application. Remember to Save.

D. The Additional Documents section can hold a maximum of 10 documents.

Note: For Classified Staff you must have a NC driver’s license listed on the Background form, along with complete SSN and places lived in the last 10 years.

HR will accept a digital signature/date.

Uploading Documents into TeacherMatch

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

- ❑ **When searching for jobs in TeacherMatch, it is a good idea to verify a job is still available before applying. Contact the school directly and ask. Work towards an interview and job offer.**
- ❑ **CCS Advertised Vacancies, found on our CCS/HR website under “Employment Opportunities”, also required all documents listed on the Vacancy Announcement to be uploaded by the close date.**