

## Application Instructions for Teacher Match/People Admin –Residency Candidates

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 info.
    - 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 at least **PUBLIC**
    - c. Regions: Choose at least **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. Since you do not hold a teaching license, you will click add, then under Certification/Licensure Status, select **DON'T HAVE ANY CERTIFICATIONS** and then save section
  4. **References:** Must enter 3 or it will not allow you to complete application.
    - i. Emails are required for references
    - ii. If your reference does not have an email address use:  
[firstname.lastname@noemail.com](mailto:firstname.lastname@noemail.com) (example: Their name is John Doe do the email will be [johndoe@noemail.com](mailto:johndoe@noemail.com))
5. **Video Links:** OPTIONAL, not required at this time.

6. **Additional Documents:** Examples: documentation from previous Lateral Entry attempts or expired licenses.

## 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. An auto-generated e-mail will be sent to the e-mail you created this account in. This is confirmation the application is complete.

**Continue on to apply to at least one job. This must be completed in order to view your application at Human Resources level.**

**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, School type in “**Human Resources**”

b. Click search

c. Find the folder **Residency Teacher-Open Recruitment** click Apply now (paper and pen icon)

d. Job posting 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 even if you are currently employed with CCS.**

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. If you enter in a Social Security number and a message says, “**Does not recognize your number**”, just continue on without it.

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.

### **Created More than one profile by mistake?**

If you find you have created more than one profile for yourself you can contact NC DPI and have them delete the unused application profile.

- Log in as usual, along right-hand side you'll see, "Feedback & Support". Let them know you want to have an application profile deleted.

