

Cumberland County Schools

Residency Application & Applying

Application Support: 877.974.7437



Before you get started you will need the following:

If you already have a TeacherMatch profile set up, please skip to **Part II- Applying to Residency**.

If you have never set up a TeacherMatch profile, you will need to follow the entire presentation.

- 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.

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.
2. The next time you will use Login.

❑ 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 *

I'm not a robot

 CAPTCHA
[Privacy](#) [Terms](#)

[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.

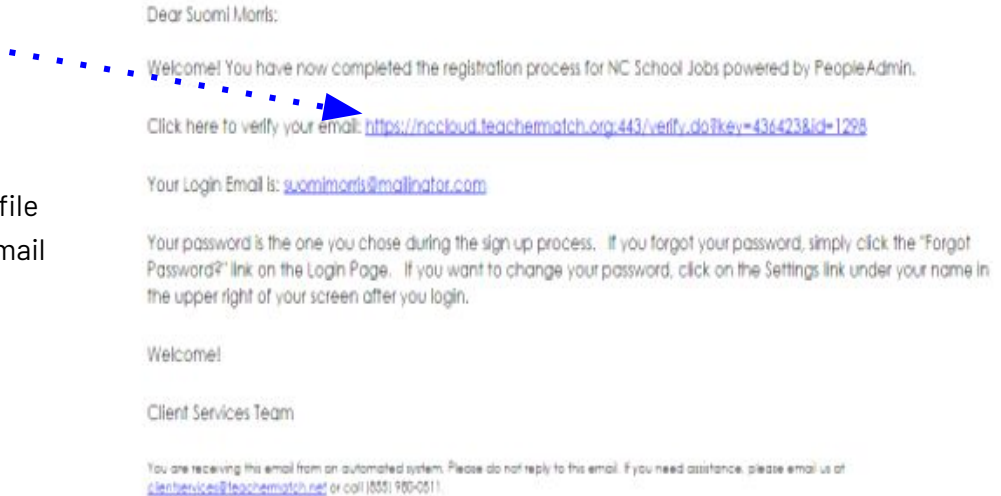
You have been successfully registered with TeacherMatch.
We have sent you an email with login details and an authentication link.
Please check your email to authenticate.
If you did not receive the authentication email, please check your spam box
or please send an email to us at

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 *

- Large urban
- Urban
- Suburban
- Rural
- Remote

Type *

- Public
- Private
- Charter

Regions *

Clicking blue links will expand and contract Regions. Use the checkboxes to select your Region(s) of Preference.

- All UK Regions
- Mid West
- Northeast
- South
- US Territories
- 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
Transforming Opportunities

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

You have 0 Incomplete Job Specific Inventories

Jobs of Interest			District Name	Actions
Math - Middle School	East Wake Academy			
Math Teacher - HS	Clover Garden			
Math Teacher - 11th grade	Lincoln Charter School			
DSPQ.option8_classified	Cumberland County Schools			

You have 1248 Not Applied and 0 Withdrawn

See All

Communications			Status	Actions
Portfolio Report	Incomplete			

Job Applications			Status	Actions
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 No Response
 Asian Male
 Black or African American Female
 Hispanic or Latino Declined to Answer
 White
 Native Hawaiian or Other Pacific Islander
 Declined to Answer

Gender

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
Forward to Prospective

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 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:** Required for Residency
 - A. Legible copy of all official college transcripts
 - C. Residency requires Bachelor degree and all college transcripts attended, even transferred courses showing on Bachelor degree.
- Click on the **Blue** "Save Section" button when you are done, followed by the **Green Save and Continue**.

Transcripts: CCS will only accept a legible copy of official transcript including all document borders, Registrar's signature and date, and "degree awarded".

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. Since you are not currently 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**

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

The screenshot displays the 'Credentials' section of the profile creation process. At the top, a navigation bar includes links for 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 'Credentials' step is highlighted with a checkmark. The main content area asks 'Are you a certified teacher?' with radio buttons for 'Yes' and 'No'. Below this, there are questions about National Board Certification/Licensure and Teach For America Affiliates. A table titled 'Certification/Licensure' is shown with columns for Name, State, Year Received, Status, Source, and Actions. A dropdown menu is open over the 'Name' column, showing options like 'Select Certification/Licensure Status Applied For Current' and 'Don't Have Any Certifications'. At the bottom of the form, there are 'Save Section' and 'Cancel' buttons, and a green 'Save & Continue' button.

First Time Users: Creating a Profile

❑ Experience Section of App

1. Upload Resume here

NC School Jobs
Powered by FreshBooks

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics Credentials Experiences Affidavit

Experiences

After you upload your resume, it is critical to populate all applicable Employment, Involvement and Honors information below.

Resume

Your resume should clearly convey work history, achievements, and leadership experiences (if applicable). Acceptable resume formats include PDF, MS-Word, GIF, PNG, and JPEG files. Maximum file size 10MB. When you are attaching your resume, it is recommended that you use a PDF format. If you are unsure how to do this, please google "How to save as PDF". It is usually as simple as "Save As", and using the drop down for format. PDF will be an option.

Resume*

Choose File No file chosen

Recent resume on file: None

Employment History

+ Add Employment

Role	Organization/Emp. Type	Duration	Type of Role	Actions
No record found.				

Involvement/Volunteer Work

Honors

Save & Continue

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!

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics Credentials Experiences Affidavit

TeacherMatch.com Candidate Portal
TERMS AND CONDITIONS OF USE

PLEASE READ THESE TERMS AND CONDITIONS OF USE CAREFULLY BEFORE USING THE TeacherMatch.com Candidate Portal (this "Portal"). You have been asked to access the Portal by a potential employer in connection with the potential employer's decision of whether to hire you. Your use of this Portal is expressly conditioned on your acceptance of the terms and conditions that follow. By using this Portal, you signify your agreement to these terms and conditions. If you do not agree with any part of these terms and conditions, do not use this Portal. This Portal is not directed to and is not open for use by anyone younger than the legal age to work in the state or province in which employment is sought. Further, any person who provides personal information through this Portal represents to either (a) being eighteen (18) years of age or older, or (b) if under eighteen (18) years of age, having informed your legal guardian of the content of this Affidavit and having obtained his or her consent to these terms and conditions.

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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 liability 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.

Complete



Dashboard Portfolio Job Opps Job Preferences Power Profile

54
ADVANCED ENGAGEMENT

All Job Seekers!
Track your candidate strength on your Profile PowerTracker. When you complete the TeacherMatch EFT, where you can unlock all of 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	S4	
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

❑ Affidavit Section- Read and Confirm

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

❑ 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.

Part II: Applying to the Residency Folder

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.

54
ADVANCED 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
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

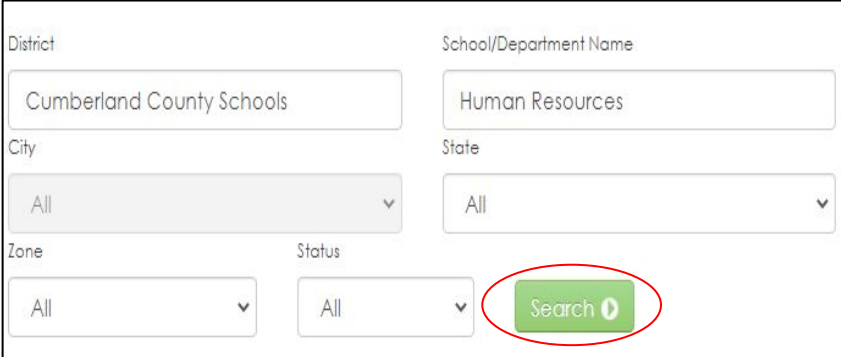
1. From the Dashboard, click on the “**see all**” button in the bottom right section.
2. All jobs you apply to will be shown here.
3. The “**Status**” button indicates whether or not you completed the process. Any “**Incomplete**” status means you must take action to complete.

- ❑ 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.

Part II: Applying to the Residency Folder

❑ Applying to Positions

1. Type in Cumberland County Schools under District.
2. For Residency folder, 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. If you have a job offer, follow the instructions given to you by the hiring school Bookkeeper.
5. Find the "Residency" folder from the list of Open Recruitment folders and apply 



The screenshot shows a search interface 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, circled in red.

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

Part II: Applying to the Residency Folder

District: School/Department Name: Subject:










City: State:

Zone: Status:

❑ Scroll down until you locate the **Open Recruiting-Residency Folder**

1. Once the folder is located, click on the paper/pen symbol to apply.
2. Follow the on-page instructions until completed.

[Change my job search preferences](#)

Job Title	Expiration Date	District Name	Zone	School/ Dept	Address	Job Status	Actions
20/21 Nursing (LPN / RN / CNA) Open Recruiting	Until filed	Cumberland County Schools		Human Resources	North Carolina	Available	  
20/21 Speech-Language Pathologist/Speech Language Assistant - Open Recruitment	Until filed	Cumberland County Schools		Human Resources	North Carolina	Available	  
20-21 Open Recruiting - Residency Teacher	Until filed	Cumberland County Schools		Human Resources	North Carolina	Available	  

Part II: Applying to the Residency Folder

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. Sometimes a paperclip icon under **Job Description** can give more information.
3. Click **Apply** either at the top or bottom of the page.


NOTE: Ensure all required documentation has been uploaded correctly into the TeacherMatch application. HR Licensure cannot determine if you qualify until all documents are uploaded and visible.

Contact Tech Support if you need additional help:
877.974.7437

Part II: Applying to the Residency Folder

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

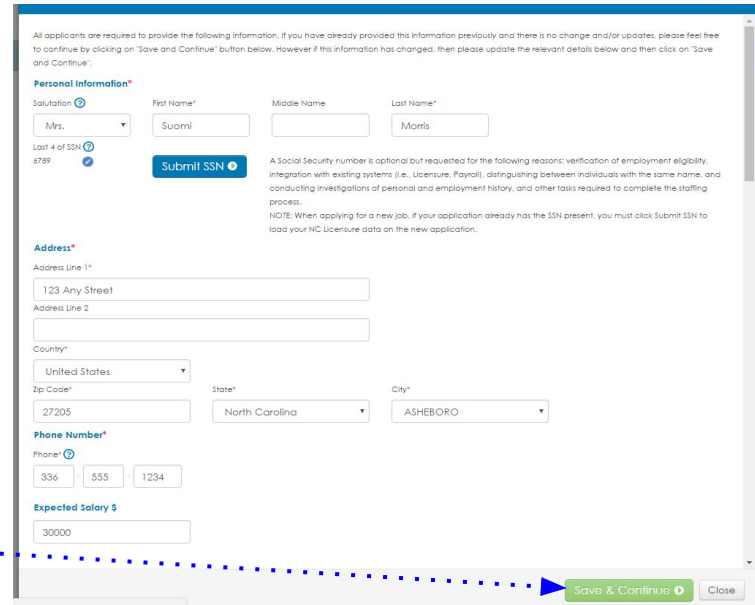
Please type in your cover letter

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*

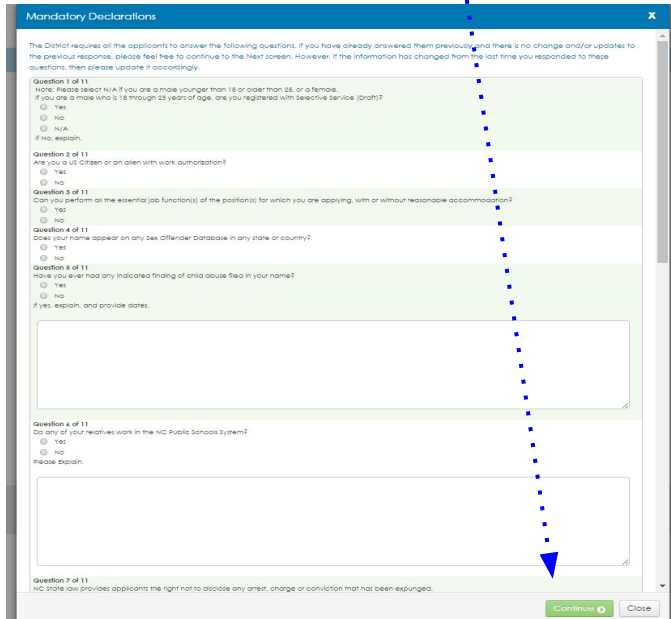
Expected Salary \$

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

Part II: Applying to the Residency Folder

❑ 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:

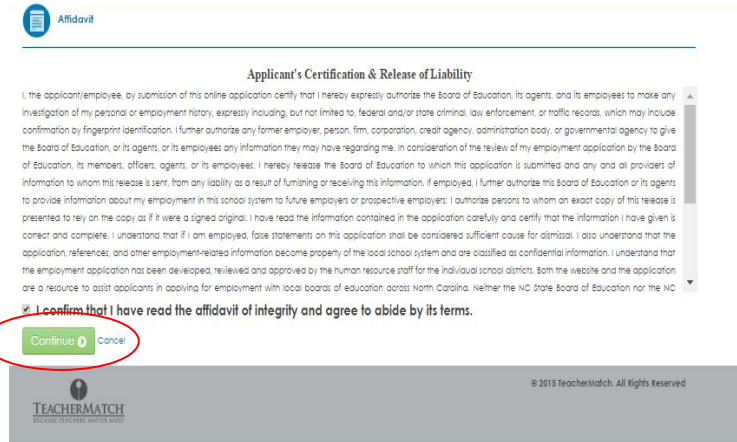
Question 6 of 11
Do any of your relatives work in the NC Public Schools System?
 Yes
 No
Please Explain:

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



Affidavit

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!

Part II: Applying to the Residency Folder

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**.

- ❑ Applying to the Residency Folder allows schools an additional place to find eligible candidates.
 - ❑ 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 a job offer in a teaching area you are interested in. You will be expected to teach and test in this subject area for the next 3 years.
-