

## TalentEd: How to Apply for a Job

- Once you find a job that you would like to apply for within your district's Hire site, simply click on the **title** of the job (for example, "Maintenance Technician") or click **Apply**. If you are not sure which site that be, navigate to the district's *main* web page and look for the Career\Hire sections.
- You will be taken to a page where you can review a description of the position and apply to it by clicking **Apply for This Position** at the top *right*.
- The *next* page will present **three** options.
  - The **first** will prompt you to create a new account if you are a new applicant to this district/organization.
  - The **second** allows you to log in if you have an existing account for this district/organization.
  - The **third** gives you the option to transfer some information from your account with another district/organization that uses [TalentEd](#).
- Once you have submitted your information in one of these three boxes, you will be taken to the actual application.
- On the right-hand side of the screen, you can see your progress as you move through the application.
- You must complete all required fields and click **Save and Continue** on each page to progress through the application. Please note that while you can leave the application at any time, you *must* click **Save and Continue** in order for the system to save your information on that page.
- **Note** that a period of *inactivity* will cause the system to log you out, so **do not** step away from your application without clicking **Save and Continue**, or else information you entered after saving could be lost.
- Once you have completed all pages and have reviewed your information, click **Save and Submit**.
- Once your application is **successfully submitted**, you will receive a **confirmation number**.

You can use *this* confirmation number to reference your specific application.
- You will also be able to see the status of all applications you have submitted by clicking the **Application Status** tab in your account.

Once your application has been submitted, you will *only* be able to update your **profile information**, so please **review your application carefully** before submitting it.

**For Further Applicant help: Call the direct line at [1-877-974-7437](tel:1-877-974-7437)**