

# FastTrack Application Instructions

## Step 1: View the Position Listing

To view all open positions and apply, click on “Click to view current job openings.”



### Search Current Job Openings

[Click to view current job openings](#)



### Existing Applicants Please Log In

To access your previous applications, log in with your username and password.

Username:

Password:

[Forgot your username/password?](#)

If you have already applied for a position and want access to your profile, enter in your user name and password then click on “Log In.” If you forgot your username or password, click on “forgot your username/password?” to have an email sent to you with your information.

Check the checkbox of the position you want to review and click on “View Details of Selected Position.” At this step you have the option to apply for the position without reviewing it.

All Posted Positions Via Employee Access						<a href="#">View Details of Highlighted Position</a>
Apply	Category	Position Description	Assignment Description	Location	Department	
<input type="checkbox"/>		98 Food Services	Food Service	FOOD SERVICE		<input type="button" value="Apply for Selected Position(s)"/> <input type="button" value="Log In"/>

## Step 2: Apply for the Job

Review the position listing. The position will give you a preview of the questions included in the online application. When you’re ready to begin the online application, scroll to the top of the page and click on the “Apply for Position” button.

### Position Details



#### Position Information

Listing ID:	120719001	SALARY:	Determined by Collective Bargaining Agreeme
Position:	98 Food Services	Pay Range:	\$11.76 to \$15.97 Hourly
Assignment:	Food Service	Employment Type:	Part Time - 15 hours per week
Location:	FOOD SERVICE	Job Descriptions:	Cook Helper - CES (Attachment) <a href="#">View</a>
		Application Deadline:	08/03/2012

## Step 3: Create an account (First Time Only)

You will need an e-mail address and password to access the online application. After you click on Apply for Position, you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with Riverside School District check the box that says “I Would Like to Create a New Profile”.

### Existing Users Please Log In

Username:   
 Password:   
  
[Forgot your username/password?](#)

---

### New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

\* Your First Name:

\* Your Last Name:

\* Your Username:

\* Your Password:

\* Re-Enter Password:

*\*\*Please make a note of your username and password as you will need it to access your applicant profile in the future.*

#### Step 4: Begin you Online Application

There are 8 sections of the application to complete. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to “Completed.” When no sections are marked “Incomplete”, you may submit your application to Human Resources at the right. Once your application has been submitted, you may log back into your profile and make updates to the application until the closing deadline.

**\*\*Your application is automatically saved as you enter data. If you cannot complete your application all at once, just click on the “Return to Profile” button to see that your information for that application was saved and then click on “Log Out.” When you want to return and finish, just log back into the system with your username and password.**

### Application Dashboard

<div style="border: 1px solid #ccc; padding: 5px;"> <h4 style="margin: 0;">Job Listing</h4> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Listing: <input style="width: 150px;" type="text" value="120719001"/></td> <td style="width: 50%;">Type: <input style="width: 150px;" type="text" value="Part Time"/></td> </tr> <tr> <td>Position: <input style="width: 150px;" type="text" value="98 Food Services"/></td> <td>Dept: <input style="width: 150px;" type="text"/></td> </tr> <tr> <td>Assignment: <input style="width: 150px;" type="text" value="Food Service"/></td> <td>Group: <input style="width: 150px;" type="text"/></td> </tr> <tr> <td>Location: <input style="width: 150px;" type="text" value="FOOD SERVICE"/></td> <td>Deadline: <input style="width: 150px;" type="text" value="08/03/2012"/></td> </tr> <tr> <td colspan="2">Appl. Status: <input style="width: 150px;" type="text" value="Not Submitted"/></td> </tr> </table> <p style="text-align: center; color: #0070C0;"><a href="#">View Details Of This Job Listing</a></p> <p><b>This position has 6 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.</b></p> </div>	Listing: <input style="width: 150px;" type="text" value="120719001"/>	Type: <input style="width: 150px;" type="text" value="Part Time"/>	Position: <input style="width: 150px;" type="text" value="98 Food Services"/>	Dept: <input style="width: 150px;" type="text"/>	Assignment: <input style="width: 150px;" type="text" value="Food Service"/>	Group: <input style="width: 150px;" type="text"/>	Location: <input style="width: 150px;" type="text" value="FOOD SERVICE"/>	Deadline: <input style="width: 150px;" type="text" value="08/03/2012"/>	Appl. Status: <input style="width: 150px;" type="text" value="Not Submitted"/>		<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input style="width: 100%; height: 25px;" type="button" value="Submit to HR"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input style="width: 100%; height: 25px;" type="button" value="Cancel Application"/> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input style="width: 100%; height: 25px;" type="button" value="Return to Profile"/> </div>
Listing: <input style="width: 150px;" type="text" value="120719001"/>	Type: <input style="width: 150px;" type="text" value="Part Time"/>										
Position: <input style="width: 150px;" type="text" value="98 Food Services"/>	Dept: <input style="width: 150px;" type="text"/>										
Assignment: <input style="width: 150px;" type="text" value="Food Service"/>	Group: <input style="width: 150px;" type="text"/>										
Location: <input style="width: 150px;" type="text" value="FOOD SERVICE"/>	Deadline: <input style="width: 150px;" type="text" value="08/03/2012"/>										
Appl. Status: <input style="width: 150px;" type="text" value="Not Submitted"/>											