



## External Applicant User Guide

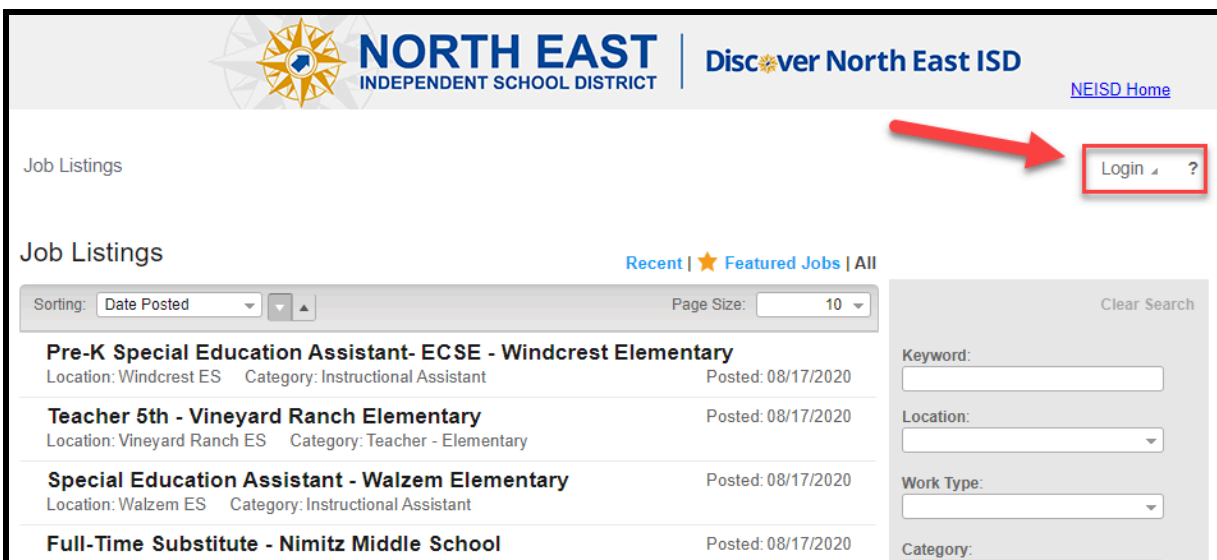
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# Navigation Basics

## Accessing the External Applicant Portal

**\*\*PLEASE USE GOOGLE CHROME\*\***

1. Go to the *NEISD Homepage*, <https://www.neisd.net>
2. Select the yellow *Careers / Join NEISD* button from the main page
3. Under the *External Applicants* section, click the link that says:  
[Click here to apply for jobs or view current openings](#)
4. Select the *Login* button on the upper right hand corner of the screen
5. In the dropdown menu, select the blue *Register* button to create a new account



Job Listings

Job Listings

Recent | ★ Featured Jobs | All

Sorting: Date Posted Page Size: 10

<b>Pre-K Special Education Assistant- ECSE - Windcrest Elementary</b> Location: Windcrest ES Category: Instructional Assistant Posted: 08/17/2020	
<b>Teacher 5th - Vineyard Ranch Elementary</b> Location: Vineyard Ranch ES Category: Teacher - Elementary Posted: 08/17/2020	
<b>Special Education Assistant - Walzem Elementary</b> Location: Walzem ES Category: Instructional Assistant Posted: 08/17/2020	
<b>Full-Time Substitute - Nimitz Middle School</b> Location: Nimitz Middle School Category: Substitute Teacher Posted: 08/17/2020	

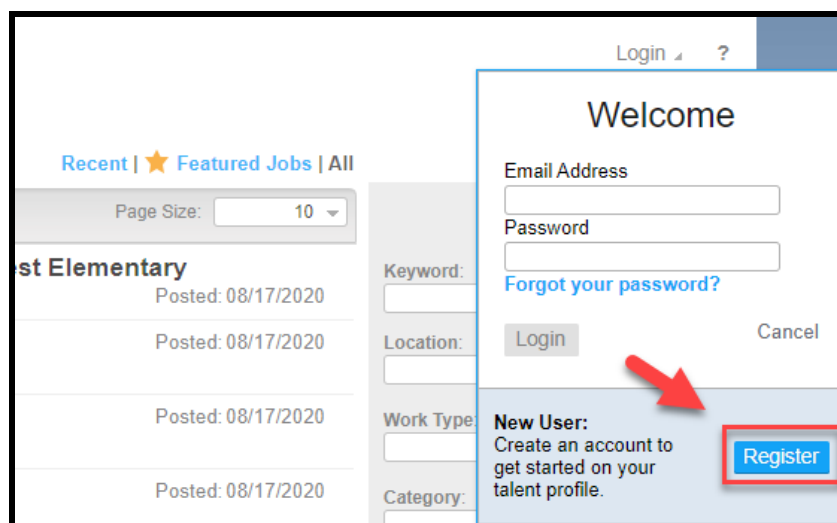
Clear Search

Keyword:

Location:

Work Type:

Category:



Login ?

Welcome

Email Address

Password

[Forgot your password?](#)

Login Cancel

New User:  
Create an account to  
get started on your  
talent profile.

Register

Recent | ★ Featured Jobs | All

Page Size: 10

<b>st Elementary</b> Posted: 08/17/2020	Keyword: <input type="text"/>
Posted: 08/17/2020	Location: <input type="text"/>
Posted: 08/17/2020	Work Type: <input type="text"/>
Posted: 08/17/2020	Category: <input type="text"/>

## Creating an Account

1. Enter the required information, including your email address, first name, last name, and a password. Type the password again in the *Confirm Password* field
2. Scroll down to select the blue *Register* button

**For External Candidates Only:** Before applying for open positions, you must register by entering the basic information in Step 1, then click "Register".

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**Step 1: Basic Information**

Email Address:

First Name:

Last Name:

Password:

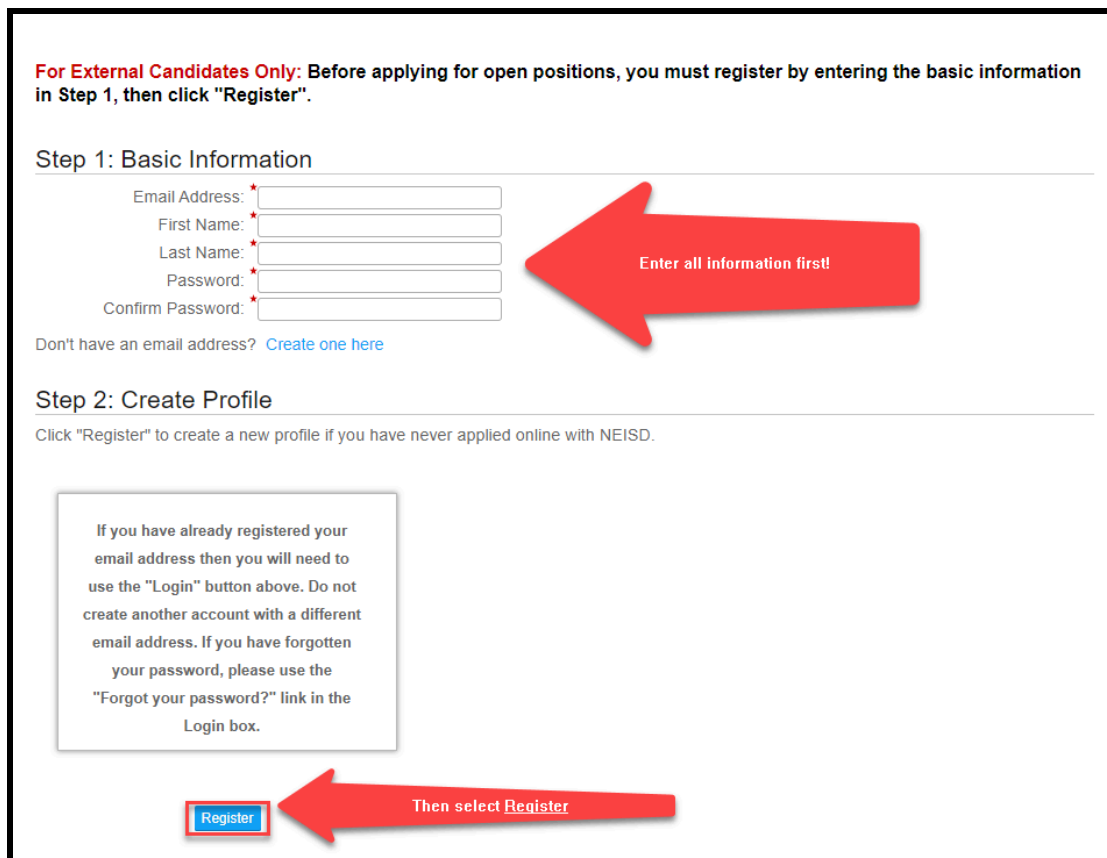
Confirm Password:

Don't have an email address? [Create one here](#)

**Step 2: Create Profile**


Click "Register" to create a new profile if you have never applied online with NEISD.

If you have already registered your email address then you will need to use the "Login" button above. Do not create another account with a different email address. If you have forgotten your password, please use the "Forgot your password?" link in the Login box.



A red arrow points from the text "Enter all information first!" to the input fields in Step 1. Another red arrow points from the text "Then select Register" to the Register button.

3. Your registration is complete. Double check that your name appears in the upper right hand corner and in the *Contact Information* section of your profile

 **NORTH EAST**  
INDEPENDENT SCHOOL DISTRICT

Discover North East ISD

[NEISD Home](#)

Job Listings My Profile My Saved Jobs My Applications

**Registration Confirm...** x

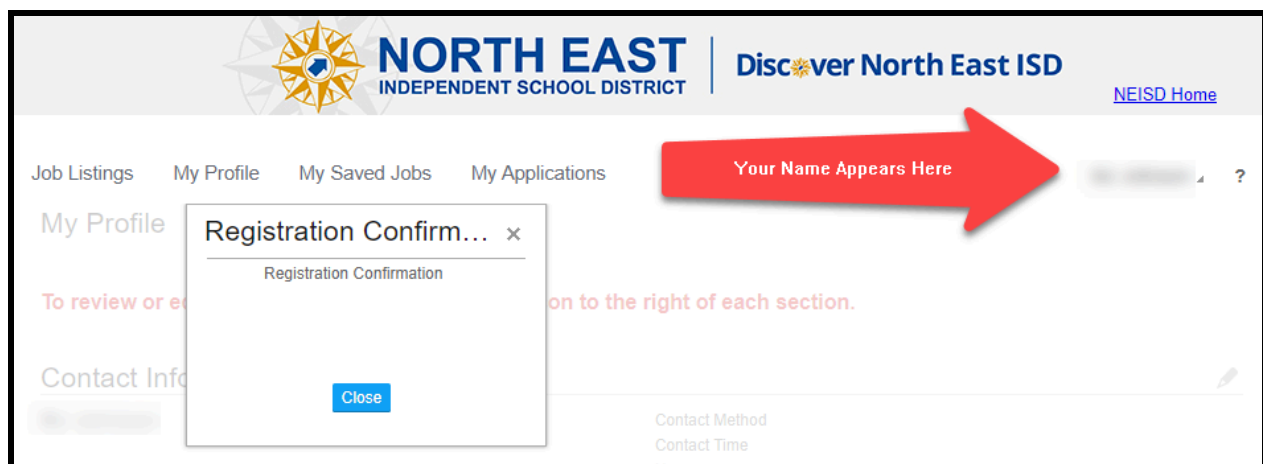
Registration Confirmation

To review or edit your profile information, click on the right of each section.

Contact Information

Contact Method

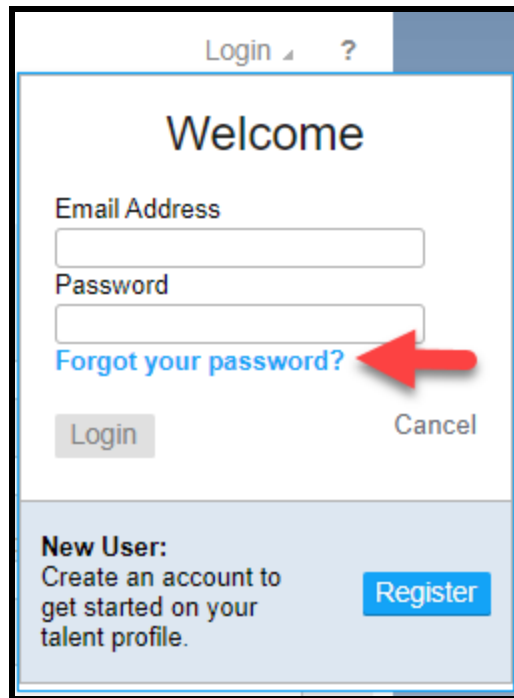
Contact Time



A red arrow points from the text "Your Name Appears Here" to the user's name in the top right corner of the profile page.

## Resetting Your Password

1. Click the *Login* dropdown menu on the external applicant main page
2. Select the blue *Forgot your password?* link

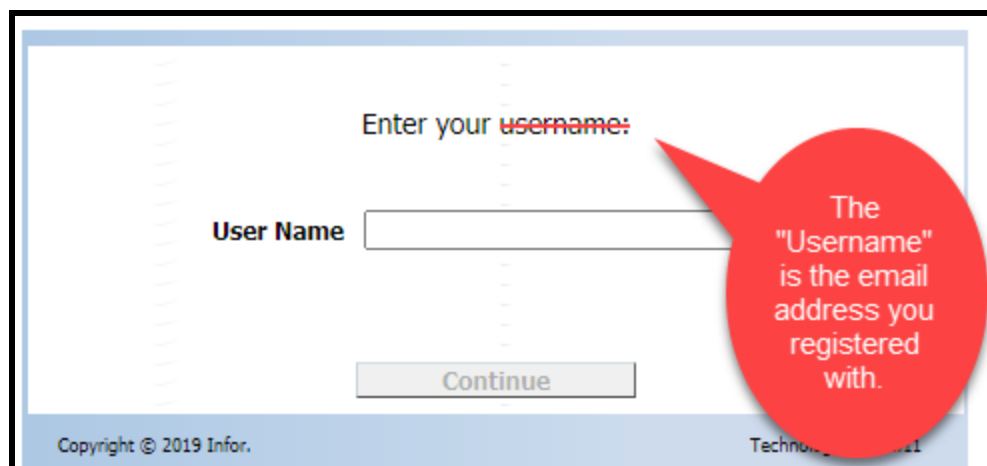


The screenshot shows a login form with the following elements:

- Top navigation: "Login" with a dropdown arrow and a question mark icon.
- Section header: "Welcome".
- Form fields: "Email Address" and "Password", each with a text input box.
- Links: "Forgot your password?" (blue text) and "Cancel" (grey text).
- Buttons: "Login" (grey) and "Register" (blue).
- Footer section: "New User: Create an account to get started on your talent profile." with a "Register" button.

A red arrow points to the "Forgot your password?" link.

3. In the *User Name* field, enter the **email address** that you registered with.
  - a. If you do not remember the email address you registered with, contact the **HR Help Desk, (210) 407-0079** to retrieve it



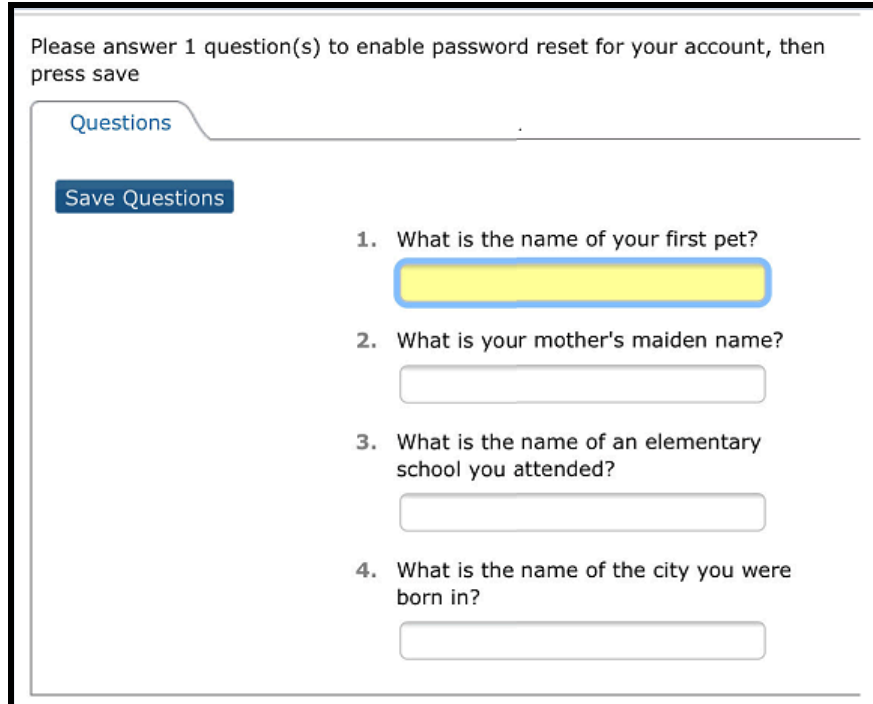
The screenshot shows a form with the following elements:

- Text: "Enter your ~~username:~~".
- Form field: "User Name" with a text input box.
- Button: "Continue" (grey).
- Footer: "Copyright © 2019 Infor." and "Techno... 11".

A red callout bubble points to the "User Name" field with the text: "The 'Username' is the email address you registered with."

4. If this is your first time resetting your password, you will be emailed a temporary password.

5. Login with the temporary password
6. You will be prompted to fill out security questions. You must fill out **at least one** but do not need to fill out all four.
  - a. **Note:** Security questions are **case sensitive**



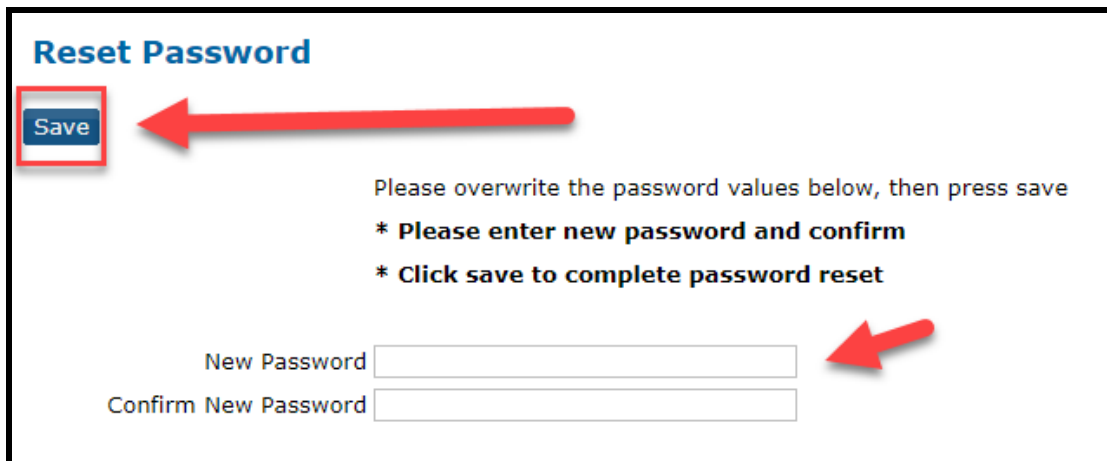
Please answer 1 question(s) to enable password reset for your account, then press save

Questions

Save Questions

1. What is the name of your first pet?
2. What is your mother's maiden name?
3. What is the name of an elementary school you attended?
4. What is the name of the city you were born in?

7. Reset your password and click *Save*



**Reset Password**

Save

Please overwrite the password values below, then press save

- \* **Please enter new password and confirm**
- \* **Click save to complete password reset**

New Password

Confirm New Password

If you still need assistance resetting your password or if you do not remember the answers to your security questions, contact the **HR Help Desk, (210) 407-0079**

# Edit Profile/My Profile

## Updating Your Contact Information

1. Click *My Profile* on the top left of the external applicant home page
2. Under the *Contact Information* section, click the pencil icon on the far right hand side of the screen to add or update this information
3. Fill out all required and preferred information
4. Click *Save* at the bottom of the box

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Job Listings **My Profile** My Saved Jobs My Applications

**My Profile**

To review or edit your profile, click on the pencil icon to the right of each section.

**Contact Information**

	Contact Method	Email
	Contact Time	
	Home	
	Work	
	Mobile	
	Email	

Last Name  Preferred Mailing Address

Suffix  Preferred Contact Method

Professional Designation  Preferred Contact Time

**Address and Email**

Country

Address Line 1

Address Line 2

City

State / Province

Zip Code

County

Primary Email

Resume Email

**Phone Numbers**

Home Phone	<input type="text" value="Prefix"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Ext"/>	<input type="checkbox"/> Preferred
Work Phone	<input type="text" value="Prefix"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Ext"/>	<input type="checkbox"/> Preferred

**Save** **Cancel**

## Updating Your Work Preferences

1. Click *My Profile* on the top left of the external applicant home page
2. Under the *Work Preferences* section, click the pencil icon on the far right hand side of the screen to add or update this information
3. Fill out all preferred information
4. Click *Save* at the bottom of the box

Work Preferences		
Employment Type	Employee	Preferred Job Locations
Relocate	Not Applicable	Richard A Middleton Education Center, Community Learning Center
Travel Percent	Yes, 25%	Preferred Job Categories
Salary Expectation?	USD 50,000.000 - Annual Salary	Technology Support, Administrative Support/Clerical
When Can You Start?	Two Weeks	

### Work Preferences

Are You An Employee?  

No

Preferred Employment Type  

Employee

Work Type  

Regular Full-Time

Preferred Job Locations

1. Richard A Middleton...

2. Community Learnin...

3.

Preferred Job Categories

1. Technology Support

2. Administrative Supp...

3.

### Other Preferences

Willing To Relocate?  

Not Applicable

Point of Origin

Willing To Travel?  

Yes

What % Of Time?  

25

Salary Expectation?  

50000.000

US Dollars

Annual Salary

When Can You Start?  

Two Weeks

If Specific Date, specify date:  

Select a Date

If Available Date Range, specify date range:  

Select a Date

Select a Date

Objective

Save

Cancel

Last Revision: 10/23/2024

8



## Answering Required Questions

1. Click *My Profile* on the top left of the external applicant home page
2. Under the *Questions* section, click the pencil icon on the far right hand side of the screen to answer questions that are **required** for all applicants
3. Fill out all required information
4. Click *Save* at the bottom of the box



Edit/View Questions

1. Are you presently employed? If yes, provide your present annual/hourly salary: \*

☒ Yes ☐ No

2. Are you currently under contract with another school district? If yes, provide name of district: \*

☐ Yes ☒ No

3. Have you ever been employed by North East ISD? If yes, state position(s), location(s), and date(s): \*

☒ Yes ☐ No

4. Do you have relatives who are either a member of the Board of Trustees or who are employed in any capacity in the North East ISD? If Yes, give employee's full name, relationship (how related), position and campus: \*

☐ Yes ☒ No

5. Can you perform the essential duties of the position(s) for which you have applied? If no, explain what accommodations would be needed. \*

☒ Yes ☐ No

6. Have you ever been dismissed from employment with a school system? If yes, explain: \*

☐ Yes ☒ No

Scroll to view all required questions

Save Cancel

## Filling Out Your Talent Profile

1. Click *My Profile* on the top left of the external applicant home page
2. Navigate down to the *Talent Profile* section
3. Select the section you would like to edit on the left side of the section
4. In the left hand corner of the *Talent Profile*, click *Add* (*Position/Education/Skill/Credential/Achievements/Reference/Identification Number*) to add **new** information to a section
5. Click the pencil icon on the right side of the box to **edit existing** information within a section
6. Click *Save* after adding or editing any information within a *Talent Profile* section

### Notes:

- **Identification Number** is your Social Security number and is **required** for all applications
- References **cannot** be deleted or edited, **only** added. Please ensure all information is up to date and accurate before submitting references

The screenshot shows the 'Talent Profile' interface. On the left is a vertical menu with sections: Employment, Education, Skills, Credentials, Achievements, References, Identification Number, and Attachments. Each section has a red arrow pointing to it. The 'Employment' section is currently selected. In the top right corner of the main content area, there is a red box containing the text 'Add Position' with a plus icon, and a red arrow points to it. To the right of this box is a pencil icon, also highlighted with a red box and a red arrow. A close button (X) is visible next to the pencil icon. The main content area below the menu is blurred.

## Uploading Attachments

1. Click *My Profile* on the top left of the external applicant home page
2. Navigate down to the *Talent Profile* section
3. Click on the section labeled *Attachments*
4. Click *Add Attachment* to upload a document
5. Select your *Document Type*
6. Locate the attachment by clicking the small folder icon and double clicking the file in your computer
7. Click the blue *Add* button to complete your upload

**Note:** Uploading a Resume will attach it to all **future** job applications. If a resume is added *after* an application has already been completed, it **will not** attach to those already completed applications.

**Add Attachment**

You can upload supporting documents, such as a résumé, personal references and evaluations. These documents are not required and do not need to be sent to the Human Resources Department. The only file types or extensions that can be uploaded are: .pdf, .rtf, .doc, or .docx. To save your information, click the Add button.

Document Type \*

Attachment \*

- Alternative Certification Documents
- Evaluation
- Online Reference
- Out of State/Country Credentials
- Personal Reference
- Resume
- University Completion/Testing

Attachment \*

# Job Listings

## Browsing Open Positions

1. Select *Job Listings* in the upper left hand corner of the screen to view current openings
2. Navigate through pages by clicking the arrows at the bottom of the *Job Listings* box
3. Select the starred *Feature Jobs* option to view job listings that are urgently seeking candidates
4. Sort your results on the left hand side of the *Job Listings* box by Date Posted, Location, Category, or Job
5. Search for specific openings on the right hand side in the search boxes
  - a. Use the drop-down menus to narrow your results by Location, Work Type, Category, or Date Posted
  - b. If you are searching for a specific job, use the Job ID field to enter the posting's ID number

The screenshot shows a web interface for job listings. At the top left, the text "All Job Listings" is highlighted with a red arrow. To its right, there are three tabs: "Recent", "★ Featured Jobs" (which is highlighted with a yellow box and a red arrow), and "All". Below the tabs, there is a sorting section with a dropdown menu set to "Date Posted" and a page number dropdown set to "10". The main content area displays a list of job postings, each with a title, location, category, and posted date. On the right side, there is a search panel with a "Clear Search" link and several input fields: "Keyword:", "Location:", "Work Type:", "Category:", "Date Posted:" (with a date picker), and "Job ID:". A blue "Search Jobs" button is at the bottom of the search panel. At the bottom of the job listings, there is a pagination bar showing "Displaying: 1 - 10 of 72" and "Page 1 of 8" with navigation arrows. A red arrow points to the pagination controls.

Job Title	Location	Category	Posted
Pre-K Special Education Assistant- ECSE - Windcrest Elementary	Windcrest ES	Instructional Assistant	08/17/2020
Teacher 5th - Vineyard Ranch Elementary	Vineyard Ranch ES	Teacher - Elementary	08/17/2020
Special Education Assistant - Walzem Elementary	Walzem ES	Instructional Assistant	08/17/2020
Full-Time Substitute - Nimitz Middle School	Nimitz MS (STEM)	Instructional Assistant	08/17/2020
Special Education Assistant - Oak Grove Elementary	Oak Grove ES	Instructional Assistant	08/17/2020
Special Education Assistant - Nimitz Middle School	Nimitz MS (STEM)	Instructional Assistant	08/17/2020
Instructional Assistant - Stone Oak Elementary	Stone Oak ES	Instructional Assistant	08/17/2020
Special Education Assistant - Harmony Hills Elementary	Harmony Hills ES	Instructional Assistant	08/17/2020
Special Education Assistant - Reagan High School	Reagan HS	Instructional Assistant	08/17/2020
Special Education Assistant - Regency Place Elementary	Regency Place ES	Instructional Assistant	08/17/2020

## Viewing a Job Listing

1. On the *Job Listings* page, double click the position you are interested in
2. Click *Save as a PDF* to save the posting to your computer (*this **will not** save it to your Job Cart*)
3. Scroll through the posting to learn about:
  - a. Location
  - b. Work Schedule
  - c. Work Type
  - d. Exemption Status
  - e. Pay Grade and Salary Structure information
  - f. Required Education, Experience, and Certifications, if applicable
  - g. Job Summary
  - h. Essential Requirements and Responsibilities
  - i. Qualification Requirements
  - j. Physical Demands
4. View the posting and close dates on the right-hand side of the screen to determine when that posting will be removed or renewed
5. Click *Back to Job Listing* at the top or bottom of the page to return to the Job Listing main page

← Back to Job Listing Save Apply

Save as PDF

**SPECIAL EDUCATION ASSISTANT - WALZEM ELEMENTARY (JOB ID: 15986)**

Location: Walzem ES  
Work Schedule: 179 Days  
Work Type: Regular Full-Time  
Exempt: No  
Pay Grade: I2

[Click here to view compensation information for Instructional Support jobs](#)

**EDUCATION AND EXPERIENCE:**  
High School Diploma or Equivalent  
Completion of forty-eight (48) college hours at an accredited college or university and/or possess an Associate's Degree or higher from an accredited college or university (Required for employment in Title I schools only)  
One month related experience and/or training; or equivalent combination of education and experience  
Training in behavior management and restraint techniques as prescribed by the District  
Bilingual required

**CERTIFICATION:**  
Paraprofessional Certification as required by the State Board and the District,  
Spanish Fluency required for ECSE/ALE Linguistic Support only

← Back to Job Listing Save Apply View Larger Map

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**Job Summary**  
**Position**  
Special Education Assistant - Walzem Elementary  
**Category**  
Instructional Assistant  
**Employment Type**  
Employee  
**Post Date**  
08/17/2020  
**Close Date**  
08/22/2020  
**Location**  
Walzem ES

## Saving and Viewing Saved Jobs

1. On the *Job Listings* page, double click the position you are interested in
2. Above the posting, click the *Save* button to save that job to your *Job Cart*
3. Click *My Saved Jobs* at the top of the screen to view and access jobs that you have saved previously
4. Double click a saved job to open up the posting
5. Click *Remove* on the right hand side of a saved job to remove it from your *Job Cart*

Back to Job Listing

Save as PDF

**SPECIAL EDUCATION ASSISTANT - WALZEM ELEMENTARY (JOB ID: 15986)**

Location: Walzem ES  
Work Schedule: 179 Days  
Work Type: Regular Full-Time  
Exempt: No  
Pay Grade: I2

[Click here to view compensation information for Instructional Support jobs](#)

**Job Summary**

**Position**  
Special Education Assistant - Walzem Elementary

**Category**  
Instructional Assistant

**Employment Type**  
Employee

**Post Date**  
08/17/2020

**Close Date**  
08/22/2020

**My Job Cart**

Sorting: Location Page Size: 10

<b>Pre-K Special Education Assistant- ECSE - Windcrest Elementary</b> Location: Windcrest ES Category: Instructional Assistant	Remove
<b>Science Substitute - Long Term - MacArthur High School</b> Location: Richard A Middleton Education Center Category: Substitute	Remove
<b>Special Education Assistant - Camelot Elementary</b> Location: Camelot ES Category: Instructional Assistant	Remove

## Applying for a Position

1. On the *Job Listings* page, double click the position you are interested in
2. Click the blue *Apply* button to fill out an application for that position
3. Read and agree to the Consent Agreement by clicking the box that says *I Agree* at the bottom
4. Cancel to return to the job posting or click *Continue* to proceed - the box to continue will **not** be accessible if the agreement box is unchecked
5. Review and answer all required questions
  - a. Questions previously answered in your profile will auto-populate answers into the fields
6. Read and agree to the Acknowledgement by clicking the box that says *I Agree* at the bottom and then clicking *Continue* to proceed
7. Provide self identification information and click *Continue* at the bottom to proceed
8. Review your profile information and click *Continue* to proceed
  - a. View the section titled *Edit Profile/My Profile* for instructions
  - b. If you have a specialized resume for this position, upload it in the *Attachments* section within the application
9. Answer the final question: *How did you hear about us?*
10. Ensure that all information is correct and then click the blue *Submit* button at the bottom to complete your application

### Notes:

- Navigate between sections using the tabs at the top
- You may close your application and resume it later if it is within the posting dates

Application

Confirm the position you are applying for

Job applying to:  
Special Education Assistant -  
Walzem Elementary

Consent Questions Acknowledgement Information Review Profile Submit

1. Do you have a college degree or at least 48 hours of credit from an accredited college or university -OR- a minimum passing score of 465 on the ETS ParaPro Assessment (transcripts must be provided prior to hire)? Note: ETS ParaPro Assessment information can be found at: [www.ets.org/parapro](http://www.ets.org/parapro). NEISD only accepts this ParaPro Assessment and will not accept similar tests from other entities \*

☒ Yes ☐ No

Answer ALL required questions

Select the pencil icon to the right of the above section titled "Questions" to answer a set of required questions.

1. Are you presently employed? If yes, provide your present annual/hourly salary: \*

☒ Yes ☐ No

2. Are you currently under contract with another school district? If yes, provide name of district: \*

☐ Yes ☒ No

## Finishing Incomplete Applications & Viewing Your Application Status

1. Click *My Applications* in the top banner to view your incomplete and submitted applications
2. To resume an incomplete application, locate the position that is incomplete and click *Continue* on the right hand side
3. Locate the *Status* text beneath the position title to determine where in the process your application is
4. Positions that are no longer available to be applied to will state this information on the right hand side of the posting

The screenshot shows a web interface titled "My Applications". At the top, there is a "Sorting:" dropdown menu set to "Application Date" and a "Page Size:" dropdown menu set to "10". Below this, there are three application entries:

- Special Education Assistant - Walzem Elementary**  
Started: 08/17/2020 Status: Incomplete (highlighted with a red box) [Continue](#) (with a red arrow pointing to it)
- Payroll Specialist II - Payroll**  
Started: 08/21/2020 Status: Incomplete [This position is no longer available](#) (underlined in red)
- HRIS Support Technician**  
Application Date: 06/08/2020 Status: Hire (highlighted with a red box)

**Note:** Some positions require additional insight and screening information through **Gallup**. Those applying for teaching or principal positions will receive an email with a questionnaire from Gallup **within 24 hours**. For technical issues logging into or completing your Teacher Insight (TI) or Principal Insight (PI) questionnaires, please contact Gallup's support line at **(877) 425-5872** and provide **District #29512724**.

All questions regarding screening questionnaires or scores must be directed to your specified HR Specialist during the interview process. **The HR Help Desk is not able to provide scores or pass/fail information.**

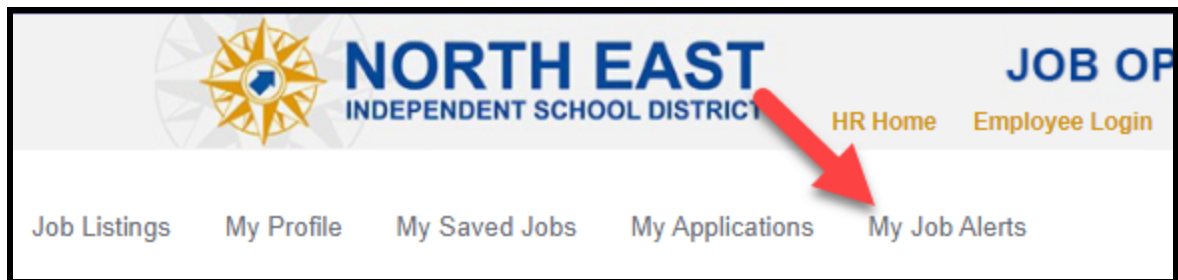


## Creating and Managing Job Alerts

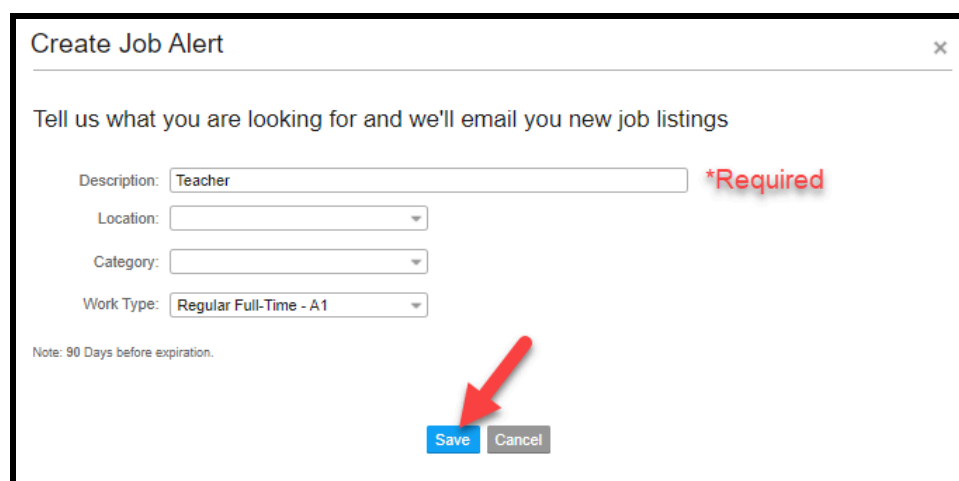
Candidates can now create and manage Job Alerts which allow them to receive regular emails with new job postings at North East ISD using their selected search criteria.

### To add a Job Alert:

1. Register or log into the External Applicant portal
2. At the top of the page, select “My Job Alerts”



3. Click “Add New Job Alert” to add a new alert
4. Enter either a Description keyword and a location, a category, or a work-type to filter your alert results.
  - a. **Note:** For the “description” keyword, the system will search both the job **title** AND job **description** for your chosen keyword and return results.
  - b. You **must** enter something into the description box and at least one of the other three boxes.
5. Select “Save” to finish creating the job alert



6. Edit or delete your Job Alert by using the buttons on the right-hand side of the “My Job Alerts” screen.

# Applicant Mobile View

Candidates can apply to North East ISD openings through their mobile device or tablet. The following screenshots will provide a walkthrough of the application process on a mobile device. The sample provided is using iPhone's Safari Browser, but it will look similar on Android devices.

1. Once you select the job posting you would like to apply to, the system will ask you to log in or register. Follow the prompts on the screen to do so.
2. Once registered, you will be asked to fill out the following information on each screen from Step 1 through Step 7

## Contact Information

Enter your contact information, ensuring that the fields with the red asterisk (\*) are filled out accurately. You can save your information at any time.

The image displays three sequential screenshots of a mobile application's 'Contact Information' screen, labeled 'Step 1 of 7'.

**Screenshot 1 (Left):** This screen is titled 'Contact Information' and 'Step 1 of 7'. It features a 'Cancel' button in the top right. Below the title, there is a section 'Contact Information' with the instruction: 'Review your Contact Information for accuracy and update on your profile if needed.' There are two tabs: 'Primary' (selected) and 'Secondary'. Under 'General Information', there are four text input fields: 'First Name \*' (containing 'TJ'), 'Middle Name' (containing 'Andre'), 'Last Name \*' (containing 'Trevino'), and 'Suffix' (empty). At the bottom, there are 'Save' and 'Continue' buttons.

**Screenshot 2 (Middle):** This screen is also titled 'Contact Information' and 'Step 1 of 7'. It features a 'Cancel' button in the top right. It contains several input fields: 'Preferred First Name' (containing 'TJ'), 'Home Country' (a dropdown menu showing 'United States ...'), 'Preferred Contact Time' (empty), 'Preferred Mailing Address' (a dropdown menu showing 'Primary'), 'Preferred Contact Method' (a dropdown menu showing 'Email'), 'Address and Email' section with 'Country' (a dropdown menu showing 'United States of America'), 'Address Line 1' (empty), 'Address Line 2' (empty), and 'City' (empty). At the bottom, there are 'Save' and 'Continue' buttons.

**Screenshot 3 (Right):** This screen is also titled 'Contact Information' and 'Step 1 of 7'. It features a 'Cancel' button in the top right. It contains several input fields: 'City' (containing 'San Antonio'), 'State / Province' (a dropdown menu showing 'Texas'), 'County' (empty), 'Zip Code' (containing '78249'), 'Primary Email' (empty with a green checkmark), 'Alternate Email' (empty with a green checkmark), 'Phone Numbers' section with 'Home Phone' (a dropdown menu showing 'Prefix'), 'Preferred Contact' (a star icon), 'Phone Number' (empty), 'Ext' (empty), 'Work Phone' (a dropdown menu showing 'Prefix'), 'Preferred Contact' (a star icon), 'Phone Number' (empty), 'Ext' (empty), 'Mobile Phone' (empty), and 'Preferred Contact' (a star icon). At the bottom, there are 'Save' and 'Continue' buttons.

Contact Information

Step 1 of 7

Cancel

Alternate Email

✓

Phone Numbers

Home Phone

Preferred Contact ☆

Prefix ▾

Phone Number

Ext

Work Phone

Preferred Contact ☆

Prefix ▾

Phone Number

Ext

Mobile Phone

Preferred Contact ★

United ... ▾

Fax

Prefix ▾

Phone Number

Save

Continue

Don't forget to use the star to mark your preferred phone number!

# Consent Agreement

Read through the consent agreement and check the “I Agree” box to continue.

Consent  
Step 2 of 7

Cancel

### Consent Agreement

**Please read the following carefully. Indicate your understanding and acceptance by checking the "I Agree" box below. Then click the Continue button.**

In order to determine my suitability for observation and /or employment, I authorize the North East Independent School District, pursuant to the Texas Education Code § 22.083, to obtain any criminal history record information from any law enforcement agency.

I have been notified that a computerized criminal history (CCH) verification check may be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply. Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method. Therefore, the agency may offer the opportunity to have a fingerprint record search performed to clear any mis-identification based on the name search, if the search provides a criminal report I know could not be mine. For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system).

Save

Continue

Consent  
Step 2 of 7

Cancel

fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system).

If hired, I consent to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety (DPS) AFIS (automated fingerprint identification system). If I am applying for a classified position, I understand that the District will pay for and schedule the fingerprint appointment. I have been made aware that in order to complete this process, I must have the correct fingerprinting form (FAST) from the NEISD Human Resources Department. If I am applying for a certified/substitute position, I understand that I am required to call or go online to MorphoTrust USA to pay for the fingerprint fee (amount varies) and schedule the fingerprint appointment myself. I have been made aware that in order to complete this process I must have the correct fingerprinting form (FAST) from the NEISD Human Resources Department. Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

By checking the "I Agree" box below, I consent to the above. Electing not to agree will make my application incomplete.

☐ I Agree \*

Save

Continue

## Questions

Answer the questions provided as they appear - remember that some questions may require you to type in additional information. Ensure that all questions are filled out as necessary. If there is an error, the site will provide you with more information.

Questions

Step 3 of 7

Cancel

Profile Questions

1. 1. Are you presently employed? If yes, provide your present annual/hourly salary.\*

☒ Yes

☐ No

2. 2. Are you currently under contract with another school district? If yes, provide name of district.\*

☐ Yes

☒ No

3. 3. Have you ever been employed by North East ISD? If yes, state position(s), location(s), and date(s):.\*

☒ Yes

☐ No

Temporary KIN Assistant - 2013-2016

4. 4. Do you have any relatives (spouse/significant other, parent/step parent, child/step child, grandparent/child, brother/sister/parent-in-laws, uncle/aunt, nephew/niece, cousin, or other member of your household) working in any capacity in

Save

Continue

Questions

Step 3 of 7

Cancel

23. 22. Are you interested in teaching fine arts courses (Music, Dance, Theatre, Art, Debate)? If yes, please specifically identify which area(s) and what level(s) - ES, MS, HS or ALL.\*

☐ Yes

☒ No

24. 23. Are you interested in being a department or grade level chair?\*

☐ Yes

☒ No

25. 24. Please enter your drivers license number and state.\*

26. 25. Are you an NEISD graduate? If yes, what high school and in what year did you graduate?\*

☐ Yes

☒ No

Save

Continue

## Acknowledgement

Read through the acknowledgement and check the "I Agree" box to continue.

Acknowledgement Step 4 of 7		Cancel
<b>Acknowledgement</b> <b>Please read the following statements carefully and indicate your understanding by checking the "I Agree" box below and hit Continue.</b>		
<p>I certify that all the information in this application is true and complete. I understand that it is a criminal offense to falsify a government document, including employment applications for a public entity. I further understand and agree that any false or incomplete information provided by me will be good and lawful cause for either: (1) refusal to employ me; or (2) discharge or termination; or (3) non-renewal of my contract if hired. I authorize North East Independent School District ("NEISD") to investigate all statements contained herein, to investigate all information regarding my previous employment, and to contact all references listed on the application. I authorize any person or legal entity contacted by NEISD to release any information about me upon the request of NEISD. I hereby release all parties providing information to NEISD from all liability for</p>		
Save	Continue	

Acknowledgement Step 4 of 7		Cancel
<p>NEISD from any person or legal entity about me shall remain confidential and not be made available to me. I authorize NEISD to obtain my criminal history record, if any, from any source. I further authorize any law enforcement agency, including but not limited to any police department or the Texas Department of Public Safety, as well as the Texas Department of Corrections, to furnish NEISD any such criminal history record. I hereby release, discharge, and agree to hold harmless NEISD, its agents, employees, trustees, and representatives, of and from any and all liability which might arise from any investigation of me in connection with my application for employment or employment with NEISD.</p> <p>If employed by the district, I agree to conform to all district policies and procedures. By checking the "I Agree" box below, I agree to the above.</p> <p><input type="checkbox"/> I Agree *</p>		
Save	Continue	

# Information

Read through the information provided and answer the questions provided.

Information Step 5 of 7	Cancel
<p><i>North East Independent School District does not to discriminate on the basis of age, race, religion, color, national origin, sex, marital or veteran status, disability (or relationship or association with an individual with a disability), genetic information or other legally protected status in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.</i></p> <p><b>Please provide us with information regarding self identification.</b></p> <p>The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for staff. This information is used for state and federal accountability reporting as well as for reporting to the Office for Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).</p> <p>School district staff are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the</p>	<p>information is kept confidential and viewable only to human resources personnel. If you choose not to provide this information, please select "Withhold" or "Decline to Provide".</p> <p><b>*</b></p> <p><input checked="" type="radio"/> Withhold</p> <p><input type="radio"/> Female</p> <p><input type="radio"/> Male</p> <p>If you are Hispanic or Latino Origin, check the box below, if not leave it blank. Also, please check all that applies regarding your race.</p> <p><b>*</b></p> <p><input checked="" type="checkbox"/> Hispanic Or Latino Origin</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Declined to Provide</p> <p><input type="checkbox"/> Hawaiian or Pacific Islander</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input checked="" type="checkbox"/> White</p>
<p>Save</p> <p>Continue</p>	<p>Save</p> <p>Continue</p>

## Preferences

The preference section **is not required**. These preferences apply to your overall profile and **will apply to all current and future** applications. You may change this information at any time.

Preferences

Step 6.1 of 7

Cancel

Preferences

Preferences entered below will apply to all applications, including those you have already submitted.

Are You An Employee?

No

Employment Type

Employee

Work Type

Regular Full-Time - A1

Preferred Job Locations

Location 1

Richard A Middleton Education Center

Location 2

Community Learning Center

Save

Continue

Preferences

Step 6.1 of 7

Cancel

Other Preferences

Willing To Relocate?

Not Applicable

Point of Origin

Willing To Travel?

Yes

What % Of Time?

25

Salary Expectation?

15.00

Currency

Pay Rate Type

Hourly

When Can You Start?

Two Weeks

Objective

Save

Continue

Location Of Job does not exist. Organization=199, LocationOfJob.Location[1]=Richard A Middleton Educa, LocationOfJob.Location[2]=, LocationOfJob.Location[3]=, LocationOfJob.Location[4]=

You may encounter an error with the location preferences. If this occurs, simply delete your Location preferences and re-enter them, as needed.



## Employment History & Education

Use the plus icon to add your employment history and education as needed. Only certain fields are required (\*), others are optional. You can add and delete entries as much as you'd like.

≡ Employment  
Step 6.2 of 7

Cancel

My Positions

+

Development Coordinator

October 2018

EDIT DETAILS

DELETE

Writer/Editor

November 2017 - April 2019 (1 year)

EDIT DETAILS

DELETE

Presentation Designer

January 2018 - October 2018

EDIT DETAILS

DELETE

Robotics Technician

NEISD - KIN

Save

Continue

≡ Education  
Step 6.3 of 7

Cancel

My Education

+

Bachelors Degree

Arts

TX-University of Texas at San Antonio

EDIT DETAILS

DELETE

◀

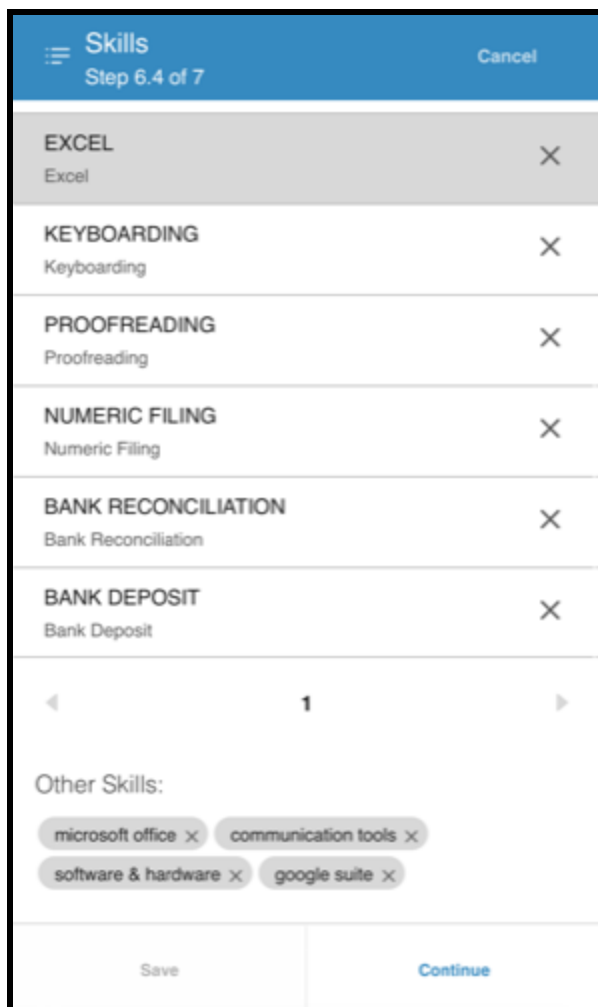
▶

Save

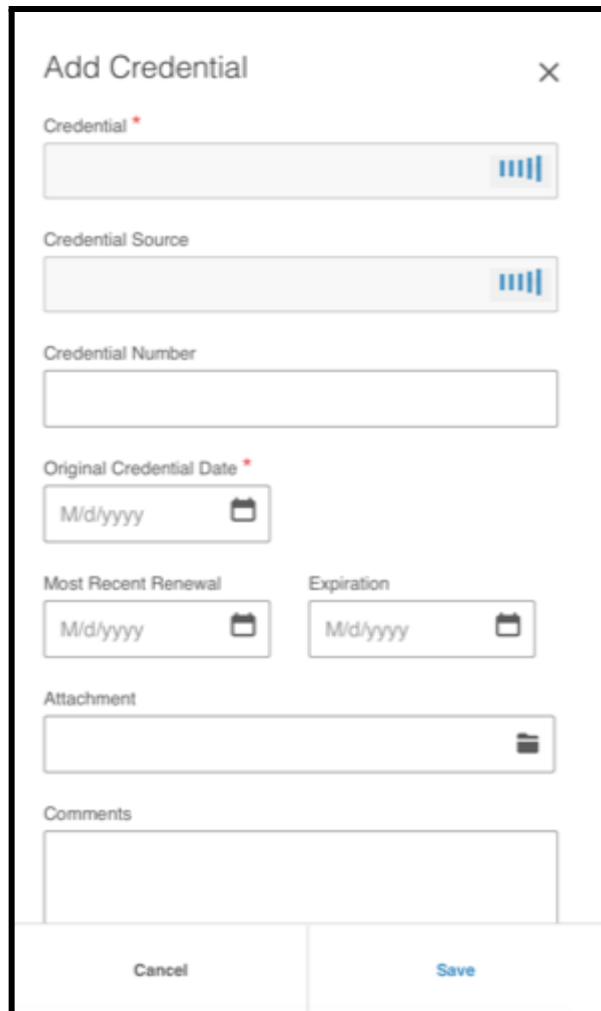
Continue

## Skills, Credentials, Achievements

**These sections are all optional.** Skills added can be those that are pre-selected **or** you can add unique skills at the bottom. Credentials are primarily for **non-SBEC** certifications. Select which is applicable and fill out as much information as you'd like. Achievements are typically considered any awards or recognition provided throughout your career. Feel free to add as many or as few as you'd like.



The screenshot shows a mobile application interface for selecting skills. At the top, there is a blue header with a menu icon, the text "Skills", "Step 6.4 of 7", and a "Cancel" button. Below the header is a list of skills, each with a title in all caps and a description in title case, followed by a close button (X). The skills listed are: EXCEL (Excel), KEYBOARDING (Keyboarding), PROOFREADING (Proofreading), NUMERIC FILING (Numeric Filing), BANK RECONCILIATION (Bank Reconciliation), and BANK DEPOSIT (Bank Deposit). Below the list is a pagination bar with a left arrow, the number "1", and a right arrow. Underneath is a section titled "Other Skills:" with four tags: "microsoft office", "communication tools", "software & hardware", and "google suite", each with a close button (X). At the bottom are two buttons: "Save" and "Continue".



The screenshot shows a mobile application interface for adding a credential. At the top, there is a white header with the text "Add Credential" and a close button (X). Below the header are several input fields: "Credential" (with a red asterisk), "Credential Source", "Credential Number", "Original Credential Date" (with a red asterisk and a date picker icon), "Most Recent Renewal" (with a date picker icon), "Expiration" (with a date picker icon), "Attachment" (with a folder icon), and "Comments". At the bottom are two buttons: "Cancel" and "Save".

Add Achievements

×

Achievement Type \*

Description \*

Role

Achievement Date

Year

Attachment

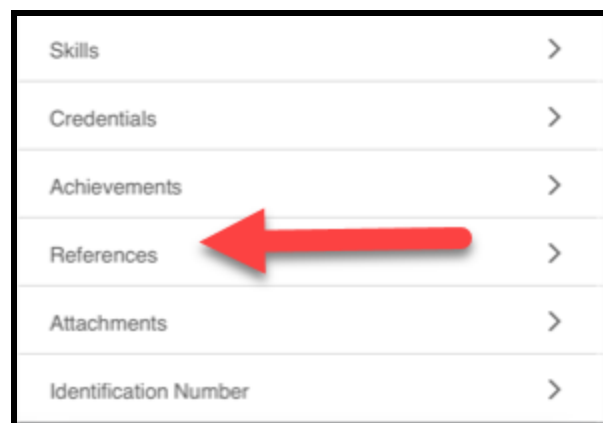
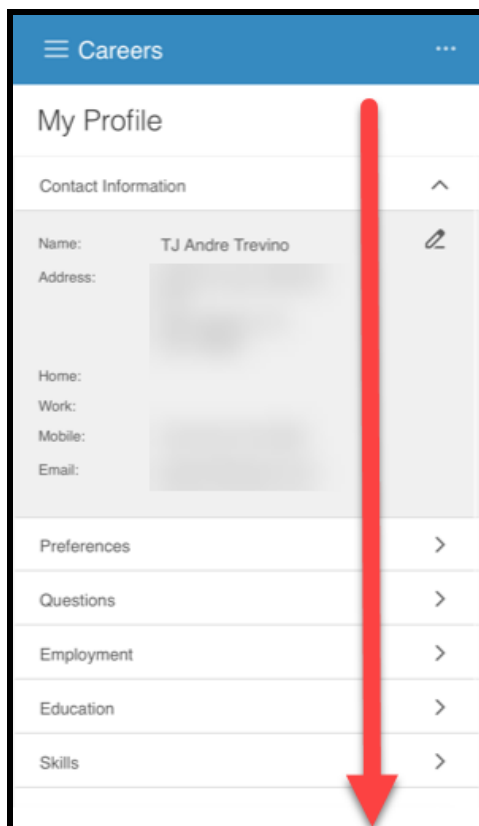
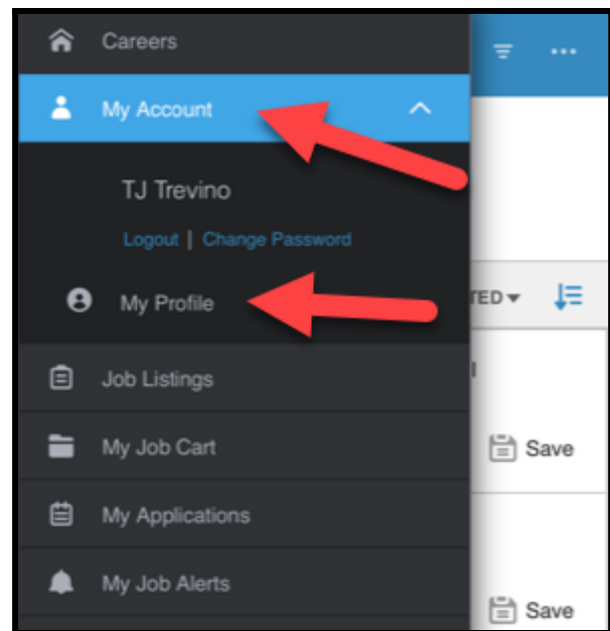
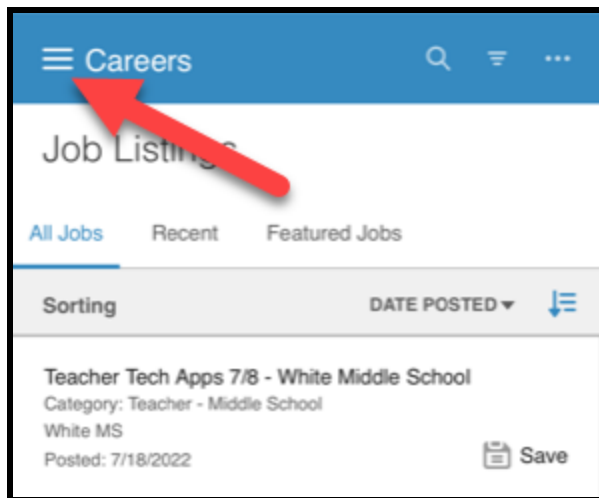
Comments

Cancel

Save

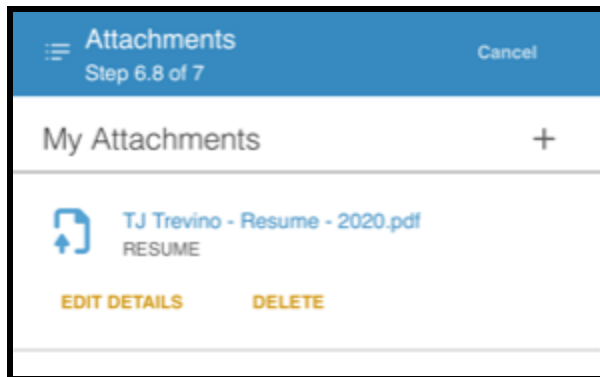
## References

**References should not be added in the application itself.** Instead, they should be entered in your profile which can be accessed using the menu button in the upper left-hand corner (don't worry, you can return to your in-progress application once you're done). Follow the screenshots below to navigate to your references. **Note that you cannot edit or delete references. You can add new ones at any time.**



## Attachments & Identification Number

Upload any attachments such as your resume, transcripts, etc. here. Select the closest option for the attachment type. Only certain types of files are accepted. Your identification number is your social security number **or** identification number for your country of origin. This information is encrypted for safety.



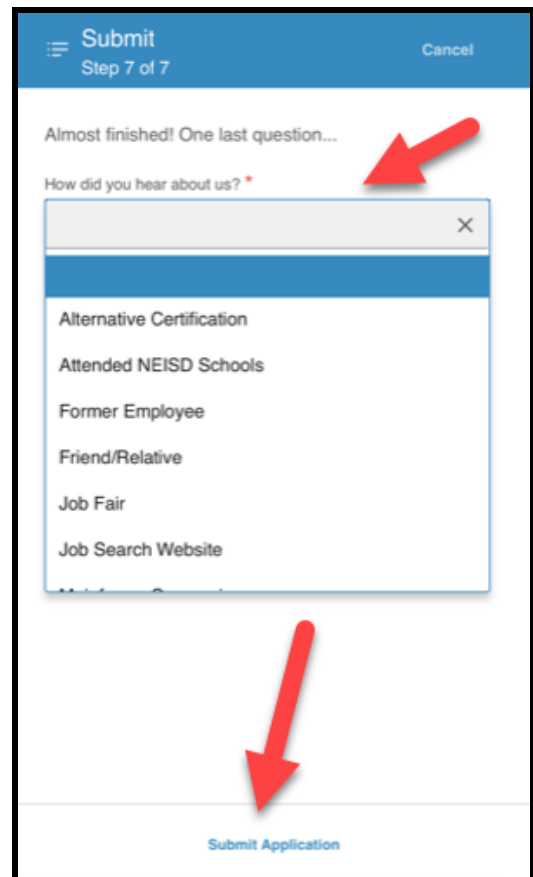
The screenshot shows the 'Attachments' screen at Step 6.8 of 7. The header bar is blue with a menu icon, the title 'Attachments', 'Step 6.8 of 7', and a 'Cancel' button. Below the header is a section titled 'My Attachments' with a plus icon. A file entry is shown with a document icon, the name 'TJ Trevino - Resume - 2020.pdf', and the type 'RESUME'. Below the file name are two buttons: 'EDIT DETAILS' and 'DELETE'.



The screenshot shows the 'Identification Number' screen at Step 6.9 of 7. The header bar is blue with a menu icon, the title 'Identification Number', 'Step 6.9 of 7', and a 'Cancel' button. Below the header is a section titled 'My Identification Number' with a blurred identification number. Below this is the text 'Citizenship: United States of America' and 'Status: Current'. At the bottom are two buttons: 'EDIT DETAILS' and 'DELETE'.

## Finish & Submit

Answer the “How Did You Hear About Us?” question and then select “Submit Application”. You should receive a confirmation pop-up and an email confirming your application was received. You can continue to submit more applications for any positions you are qualified for or interested in.



The screenshot shows the 'Submit' screen at Step 7 of 7. The header bar is blue with a menu icon, the title 'Submit', 'Step 7 of 7', and a 'Cancel' button. Below the header is the text 'Almost finished! One last question...'. A question 'How did you hear about us? \*' is followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Alternative Certification', 'Attended NEISD Schools', 'Former Employee', 'Friend/Relative', 'Job Fair', and 'Job Search Website'. At the bottom of the screen is a button labeled 'Submit Application'. Two red arrows are overlaid on the image: one pointing to the dropdown menu and another pointing to the 'Submit Application' button.

## Quick Links

[External Applicant Portal](#)

[Teacher Certification Requirements](#)

[Compensation Plans](#)

[Work Schedules](#)

[Accommodations & ADA](#)

[Substitutes Information](#)

## Need Further Assistance?

If you need assistance with the online application please call **(210) 407-0079**.

For general questions, contact Human Resource Services at **(210) 407-0188**.