

## **APPLICATION PROCESS**

Thank you for your interest in employment with SAU 29. SAU 29 uses the on-line application system, Applitrack. If you are interested in applying for employment, you **must** complete the on-line application – we no longer accept paper applications. Once you have submitted your application it will be available for review by our principals and other hiring managers' staff.

The application consists of multiple steps and may take 30-60 minutes to complete. You do **NOT** have to complete the process all at one time. You can use the “**Continue/modify my application**” link to return to your application to complete or update it. In order to give the principal or hiring manager all the information they need to decide whether or not to interview you, please complete your application as thoroughly as possible. Complete applications include attachments such as a letter of intent, a resume, three written letters of recommendation and a copy of transcripts and certification, if applicable. Remember, the application is a legal document and requires your careful attention.

You can choose to apply for multiple positions when initially submitting your application, however, you must resubmit or apply through Applitrack for each new vacancy in which you are interested. This does **NOT** mean you need to fill out another application; you can go back to your application at any time to update and resubmit your application if you are interested in a specific posting, by choosing “**Continue/modify my application for employment**” link or choosing the orange “**Apply**” icon next to a new vacancy.

When you submit your on-line application for employment you will receive an automatic e-mail acknowledging receipt of your application. If you receive an e-mail acknowledgement, we received your application.

All positions that are open within SAU 29 are posted on the Applitrack system.