



Online Application Instructions

If you have any questions or need assistance during this process, please contact the Human Resource Specialist at 812-738-2168, extension 1040 during office hours.

1. Select Career Opportunities from the home page at www.shcsc.k12.in.us and click on the phrase To Submit an Online Application. You may also directly enter the portal at ats.shcsc.k12.in.us/careers to view job postings and/or submit an application.
2. Select General Information and read relevant information. This document, while not all-inclusive, contains general information pertaining to the hiring practices of the school corporation. When finished reading, you should click on the back arrow button located at the top left corner of the screen.
3. Choose one of the three application files which are located directly below the document entitled General Information. If you are applying as a certified teacher, please select the Certified Application for Employment. If you are applying for a support staff, non-certified position, please select the Non-certified Application for Employment. To apply for a coaching position, please select the Application for Coaching Opportunities.
4. Save the completed application utilizing a file name that you will recognize.
 - a. If you have an external device such as a USB compatible flash drive, insert it into the slot on the front of the computer. Select from the top left corner of your screen these commands: **File, Save As**, select the drive that is identified as your device, name the file, and select **Save**.
 - b. If you do not have an external device, select from the top left corner of your screen these commands: **File, Save As, My Documents**, name the file and select **Save**. **Important Note: Documents saved to the SHCSC hard drive are automatically deleted each evening.**
5. When you are certain that your application is saved, you may select the back arrow button located at the top left corner of the screen. This action takes you back to the SHCSC Job Center Main Page.
6. You may apply for positions in one of two manners; either for a specific posting or for future postings.
 - a. To apply for a specific posting, either select List All Jobs at the left side of the screen or where indicated within the Current Openings near the center of the page. Select the posting for which you desire to apply by clicking on the appropriate Position Title. You may now view details concerning this particular job posting. If you wish to apply for this position, select Apply to Job and complete the requested

information. Confirm that the opening sentence describes the job for which you intend to apply. If it does not, selecting the back arrow button at the top left corner will take you back through previously selected screens.

- b. To apply for future postings, either select General Application at the left side of the screen or where indicated within the Careers at SHCSC narrative. Confirm that the opening sentence indicates that you are applying for the General Application position. If it does not, selecting the back arrow button at the top left corner will take you back through previously selected screens.

7. Complete the requested information.

- a. If you do not have an email address, simply type your name in both email boxes.
- b. Employees should check the Current/Internal Employee box.
- c. If you want your application to be considered for selected postings for the next ninety days, please check the Be considered for future opportunities box. **If you do not select this box, your application may not be selected for future postings.**
- d. Selecting the Yes if you are applying as a certified teaching employee or No if you are applying for other positions will expand the screen to include all position types in which you may have an interest. Please select all that apply. This is an important step as this is the mechanism by which your application will be matched for future job postings. **If you do not select these boxes, your application will not be selected for future postings.**
- e. If you are applying as a certified teaching position, please indicate whether your certification status is licensed or pending. If you select pending, please provide further explanation in the Extra Notes section at the bottom of the screen.

8. Select the **Browse** button next to the Application Upload. Browse the files to select your saved application as instructed in Step 4 above. Select your file and click in the **Open** button to the right of the file name. This action brings you back to the Job Center information input screen. If you have any additional documents you would like to attach for consideration, you may do so within the Resume Upload option.

9. Enter additional notes you may have concerning your application in the box provided, if desired.

10. Select Apply for Position.

11. If you entered an email address, you will receive a confirmation that your application was successfully received.

12. Online applications will be kept for ninety days from the date of the last update submitted.

13. If applying to work as a substitute employee, you must complete payroll forms before you begin working so that payment may be made.

14. Congratulations, your online application process is now complete.