



Edmund "Ed" F. Schneider Administrative Center
315 South Harrison Drive • Corydon, Indiana 47112 • Telephone (812) 738-2168 • Fax (812) 738-2158

ONLINE APPLICATION WEBSITE

- *Go to www.shcsc.k12.in.us*
- *Click on 'Careers' at the top of the page*
- *Click 'Job Center' at the bottom of the page*
- *Select the type of application you want to submit:*
 - *Certified Application for Employment*
 - *Non-certified Application for Employment*
 - *Application for Coaching Opportunities*
- *Open, complete and save application to your computer*
- *From Job Center page, click 'List All Jobs'*
- *Select the position of interest, then 'Apply to Job'*
- *Complete information, then upload completed application by:*
 1. *Next to 'Application Upload', select 'Choose File'*
 2. *Find and select the application you saved to your computer*

OPTIONAL

1. *If you have a Resume you'd like to submit, click 'Choose File' next to 'Resume Upload'*
2. *Find and select your resume from your computer*

1. *If you have a License you'd like to submit, click 'Choose File' next to 'License Upload'*
2. *Find and select your License from your computer*

1. *If you have a Transcript you'd like to submit, click 'Choose File' next to 'Transcript Upload'*
2. *Find and select your Transcript from your computer*

- *Once uploaded, select 'Apply for Position' to submit*

Or, if you do not see a current open position you'd like to apply for you can:

- *Follow the directions above for opening, completing, and saving the appropriate application*
- *Click the link following 'To generally apply for a position' or click 'General Application' under 'Menu'*
- *Complete information, then upload completed application and any other appropriate material*
- *Once uploaded, select 'Apply for Position' to submit*

**Note, application records will stay active for ninety (90) days.*

If you have any questions please contact:

*Rebecca Shartzter, Human Resource Specialist
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