






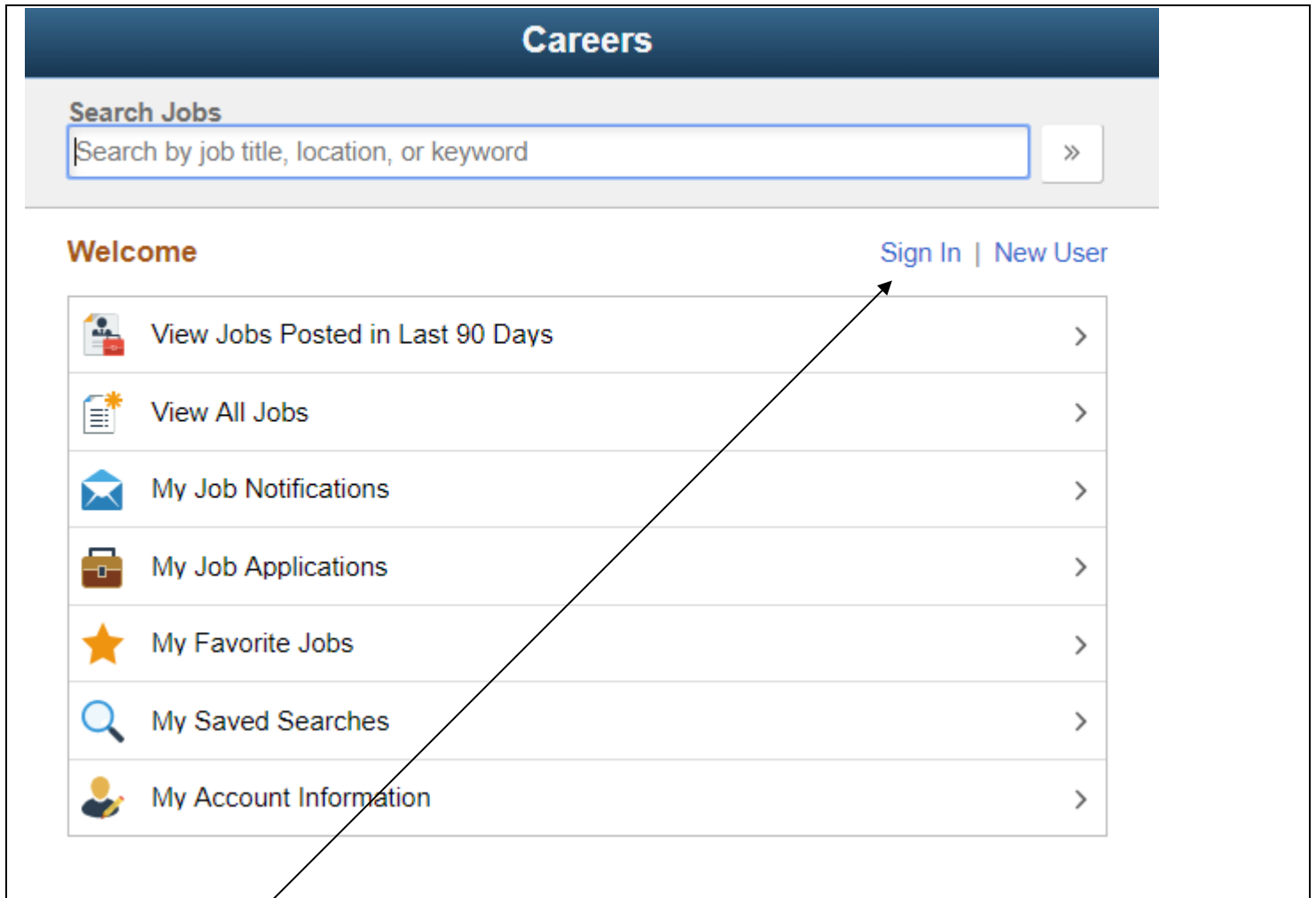
## APPLY TO A JOB OPENING: EXTERNAL (NON-EMPLOYEE) JEFFCO CHARTER SCHOOL EMPLOYEE

Supported Internet: Use Google-Chrome, Firefox or Safari

Path: <https://www.jeffcopublicschools.org/cms/one.aspx?pagelid=927297>

- Click on "External Applicants"

 <p>External Applicants</p>	 <p>Current Employees</p>	 <p>Accessible Applicant Portal</p>
<p>Interested in working for Jeffco Public Schools? Click here to search our current job openings.</p>	<p>Already a Jeffco Schools employee? Search for jobs through the careers portal in Employee Self Service.</p>	<p>Using a screen reader or another type of assistive technology for your job search? Enter our accessible applicants portal.</p>



The screenshot shows the 'Careers' section of the JEFFCO website. At the top is a dark blue header with the word 'Careers' in white. Below this is a 'Search Jobs' section with a search bar containing the placeholder text 'Search by job title, location, or keyword' and a search button with two right-pointing arrows. Underneath is a 'Welcome' section. On the right side of this section are two links: 'Sign In' and 'New User'. On the left side is a list of user options, each with an icon and a right-pointing arrow:

- View Jobs Posted in Last 90 Days
- View All Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information

A black arrow originates from the 'My Account Information' option and points diagonally upwards and to the right towards the 'Sign In | New User' link.

Step 1: Click on “Sign In” link if you have already created a user name and password. If you have not created a user name and password, click on the “New User” link.

Forgot User Name and/or password – click on “Sign In”

- Forgot User Name – you will need your email address from when you created your profile (can’t remember your email address? Please call the Welcome Center at 303-982-6515)
- Forgot Password – you will need your user name from when you created your profile (can’t remember your user name? Please call the Welcome Center at 303-982-6515)



**APPLY TO A JOB OPENING  
EXTERNAL (NON-EMPLOYEE)  
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(CONT'D)**

**Sign In** ×

\*User Name

\*Password

**Sign In**

[Forgot User Name](#) | [Forgot Password](#)

Are you a new user? [Register Now](#)








Step 2: Enter your User Name & Password

Step 3: Click on the "Sign In" button

**Search Jobs**

Search by job title, location, or keyword »

**Welcome** Catherine

	View Jobs Posted in Last 90 Days	>
	View All Jobs	>
	My Job Notifications	1 >
	My Job Applications	2 >
	My Favorite Jobs	1 >
	My Saved Searches	>
	My Contact Information	>

Step 2: Click on View All Jobs



**APPLY TO A JOB OPENING  
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JEFFCO CHARTER SCHOOL EMPLOYEE:  
(CONT'D)**

← Careers
Search Jobs

**Location**

- Allendale Elementary (5)
- Jeffco Schools Educ Center (5)
- Service Center Bldg #1 (4)
- Arvada K-8 (3)

[More](#)

**Department**

- Custodial Svs - Schools (7)
- Allendale Elementary (4)
- Arvada K-8 (3)
- Bell Middle (3)

[More](#)

**Job Family**

- Teacher, Licensed (17)
- Administrator (4)
- Custodial Services (4)
- Office/Tech/Support Staff (4)

[More](#)

**Job Posted In**

- 2018 (50)

**Search Jobs**

Search by job title, location, or keyword  [»](#)

[Clear Search](#) [Save Search](#)

50 jobs found. ↑↓

**Custodian**

Job ID 1514  
 Location Dennison Elementary  
 Department Custodial Svs - Schools  
 Job Family Custodial Services  
 Job Function Custodial Services  
 Posted Date 11/30/2018  
 Close Date 12/07/2018

**Custodian**

Job ID 1516  
 Location Ryan Elementary  
 Department Custodial Svs - Schools  
 Job Family Custodial Services  
 Job Function Custodial Services  
 Posted Date 11/30/2018  
 Close Date 12/07/2018

**Mgr Technology Systems Food & Nutrition Services**

Job ID 1517  
 Location Jeffco Schools Educ Center  
 Department Food and Nutrition Services  
 Job Family Administrator  
 Job Function Professional/Technical  
 Posted Date 11/30/2018  
 Close Date 12/07/2018

**Teacher SIED**

Job ID 1512  
 Location Stott Elementary

There are many options on how to search for jobs, see left side of page (be sure to click on the “More” link under each section)

Step 3: Click in job opening area to view details

12/16/2019

Created by HRIS, Compensation & Records

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# APPLY TO A JOB OPENING EXTERNAL (NON-EMPLOYEE) JEFFCO CHARTER SCHOOL EMPLOYEE: (CONT'D)

**Job Description**

Previous Job Custodian

Job ID 1516 Full/Part Time Full-Time

Location Ryan Elementary

[Add to Favorite Jobs](#)

[Email this Job](#)

**ABOUT THE DISTRICT**

Jeffco Public Schools, Colorado's largest K-12 school district, with 85,000 students and approximately 14,000 employees, has provided educational excellence for more than 60 years. Nearly 10 percent of all Colorado K-12 students attend a Jeffco school and our employees benefit from partnerships with experienced, dynamic school leaders throughout our district. Our Jeffco Generations vision document and strategic plan map out with focus and clarity what we expect our schools to accomplish with our graduates. Come join us!

**ABOUT THE SCHOOL/DEPARTMENT**  
No job description available

**ABOUT THE JOB**  
No job description available

**HOURS AND DAYS WORKED**

**Custodian**  
**Monthly Position**  
FLSA: Nonexempt  
FTE: 50000, **Hours/Day:** 4.000, **Days/Year:** 260  
**Salary Plan, Grade, Step:** CSE - Class Emp-260 / 1.FTE, R13, 1  
**Hourly Rate:** \$13.64, **Annual Rate:** \$28,375.23

**Apply for Job**

Step 4: Review job details, including salary, FTE, days worked  
Step 5: Click "Apply for Job" button

**Apply for Job**

**Custodian**

- 1 Start**  
In Progress
- 2 Resume**  
Not Started
- 3 Education and Work Experience**  
Not Started
- 4 References: Professional and Supervisory**  
Not Started
- 5 Questionnaire**  
Not Started
- 6 Referrals**  
Not Started
- 7 Review and Submit**  
Not Started

**Step 1 of 7: Start**

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

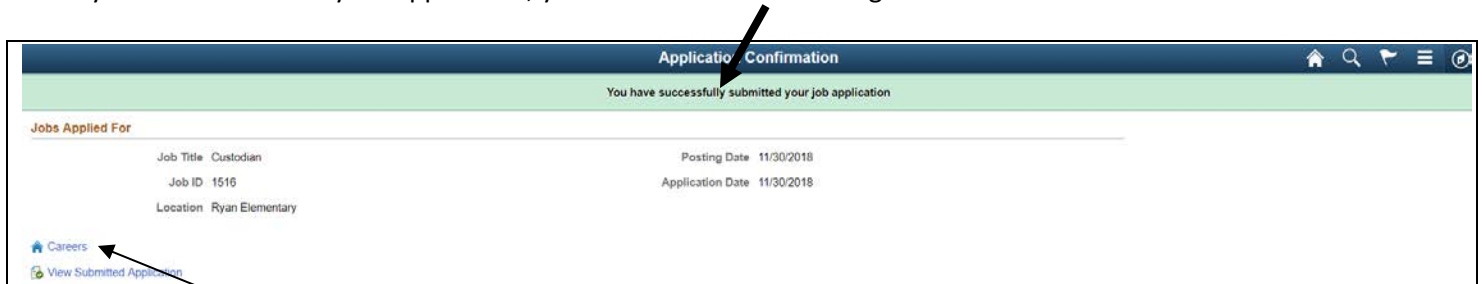
**Next >**

Step 6: Enter information on each section (1-7), then click the "Next" button (top right hand side of page) – Note: Some sections have required documentation or required fields that **MUST** be filled out.

**APPLY TO A JOB OPENING  
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JEFFCO CHARTER SCHOOL EMPLOYEE:  
(CONT'D)**

Step Name	Description
Start	Step-by-Step Process with terms and conditions (must agree to terms and conditions)
Resume	Administrator and License Educators are <b>required</b> to UPLOAD a resume and cover letter. All others are NOT required to upload, but optional
Attachments	Trades & ESL Teachers job openings <b>ONLY</b> are given the opportunity to upload their job related license/certificate. Other job openings will <b>NOT</b> have this step in your application process.
Education and Work Experience	Administrator and License Educators will not have this step in their apply process. All others are <b>required</b> to complete
References: Professional and Supervisory	<b>Required</b> for all job openings. Must be professional reference, no family members should be listed as references.
Questionnaire	Questions pertaining to the job opening (all questions are required)
Referrals	How did you learn about the job – required question
Review and Submit	Review and submit your application

Once you have submitted your application, you should see the following:










Step 7: To confirm all of your statuses on job openings, click on Careers link to view each item.



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(CONT'D)**

**Welcome** Catherine

	View Jobs Posted in Last 90 Days	>
	View All Jobs	>
	My Job Notifications	1 >
	My Job Applications	3 >
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Need help? Contact the Welcome Center at 303-982-6515