

# Teacher Application Instructions

## Step 1: *Creating an Account*

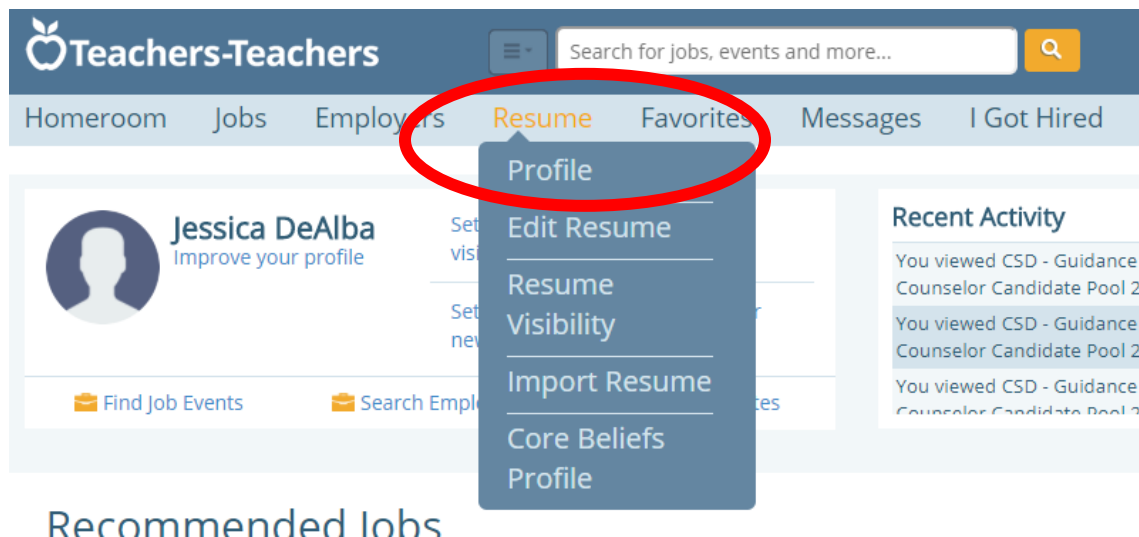
If you are new to Teachers-teachers, you will first create an account.

- Go to [www.teachers-teachers.com](http://www.teachers-teachers.com), using either Google Chrome or Firefox for your internet browser (Internet Explorer or Microsoft Edge are not compatible with Teachers-Teachers)
- Click on the blue box labeled **“Sign Up Now”** on the top right hand corner of the page, you will then begin registering.
- Go through each section and fill out all the required information. Check the box terms of use and privacy policy box, and then click **“Submit”**.
- Teachers-Teachers will then send you an email to verify your email address. After you verified your email you will begin personalizing your profile.

## Step 2: *Entering your Personal Information*

After you have entered your username and password, you will be directed to the Teachers-Teachers home page (the site calls it “HomeRoom”). Before you can apply to any jobs you will need to set up your Profile and Resume

- On the top of the page, click on **“Resume”**. When the dropdown menu appears click on **“Profile”**.



- In the **“Profile”** section, you will enter in your personal information.
- Click the **“Edit”** button. Make sure you have your legal name, phone number, email, and address entered.
- After you have entered in your personal information, you will click on **“View Resume”** (See the green circle) to begin entering in your Resume information.

## My Profile

Use your profile to apply for jobs, attract employer attention and receive jobs more closely matched to your experience and preferences.

[View Resume](#)



**Jessica DeAlba**

9361 South 300 East  
Sandy, Utah 84070

Home: 801.826.5354  
Cell: 801.826.5354  
Work: 801.826.5354

✉ [jessica.dealba603@gmail.com](mailto:jessica.dealba603@gmail.com)

Edit

First Name

Jane

Last Name

Doe

Nick Name

Your nick name

Save

Cancel

Please note: changing your name will change you public URL.

Country

United States

Address

12345 S Main Street

City

Sandy

State

Utah

ZIP

84070

Save

Cancel

## Step 3: *Creating Your Resume*

Now that you are in the “*My Resume*” section, you will enter information into the following sections.

- **Personal Information with a current email, phone number, and address**
- **Education**
- **Teaching Certificates/Licenses**
- **Work History**
- **3 Reference (with emails)- one reference needs to be most current Principal/Cooperating Teacher/Supervisor**

When you have completed a section, it will have a green circle check mark next to it.

**If you miss any of these sections in your resume will not be accepted later on.**

You do not have to fill out the other sections, but we suggest doing so if they pertain to you.

## My Resume

Resume Visibility Import Resume Print Resume Send Resume

- Education
- Certificates and Licenses
- > Work Experience
- Documents
- ▼ Extra Credit 
  - Classroom Portfolio
  - Military Experience
  - Extracurricular Activities
  - Additional Training
  - Languages
  - Associations and Affiliations
  - Awards and Honors
  - Special Skills
- References
- Answers

### EDUCATION

Your educational background is some of the basic information employers will be looking for.

[+ Add Education](#)

University of Utah Salt Lake City, UT  
Aug 2012 - May 2016  
Bachelor of Science (B.S.)  
Majors: Biology, Secondary Education | Minor: Chemistry  
GPA: 3.5

[Edit](#) [Delete](#)

## Step 4: Adding Your Teaching License

A common problem for applicants is that they do not have a teaching license yet. Follow these steps to add a license on your resume to show that you are a new graduate or if you are going through the ARL or APT program.

- Click on the **“Certificate/Licensure”** section
- Click **“+ Add Certificate or License”**
- Click **“United States”** as the country you are earning your license from
- For the **credentialing agency** choose **“Utah State Office of Education”**.
- Choose the certification that you will be receiving (*if you are a new graduate, you will choose a level 1 license, if you are an ARL or APT candidate you will choose the Level 1 license that has (ARL) or (APT) at the end of it.*)
- In **“Subject Area”** choose what you are specializing in. (*Art, Elementary, Special Education, Math, etc.*)
- For **“Status”** choose **“Graduating from state approved teacher preparation program”**
- Type the Month and Year you are graduating. For ARL/APT, choose September of the school year you want to begin working.
- Indicate the position area(s) and grade level(s) this certificate qualifies you for, you will click on the **“Instructional Faculty”** drop down to find your subject area. (Secondary also includes 6<sup>th</sup> grade at Canyons School District).
- If you have your certificate you may upload it.
- Click **“Save”** to finish

Here is an example of how it should look when you are done:

Education ✓

**Certificates and Licenses** ✓

> Work Experience ✓

Documents ✓

> Extra Credit ✓

### CERTIFICATES AND LICENSES

Many employers require certification or licensure information to apply.

[+ Add Certificate or License](#)

**Utah State Office of Education**  
School Counselor (K-12) (Level 1)  
Counselor/Guidance  
Graduating 2018

[Edit](#) [Delete](#)

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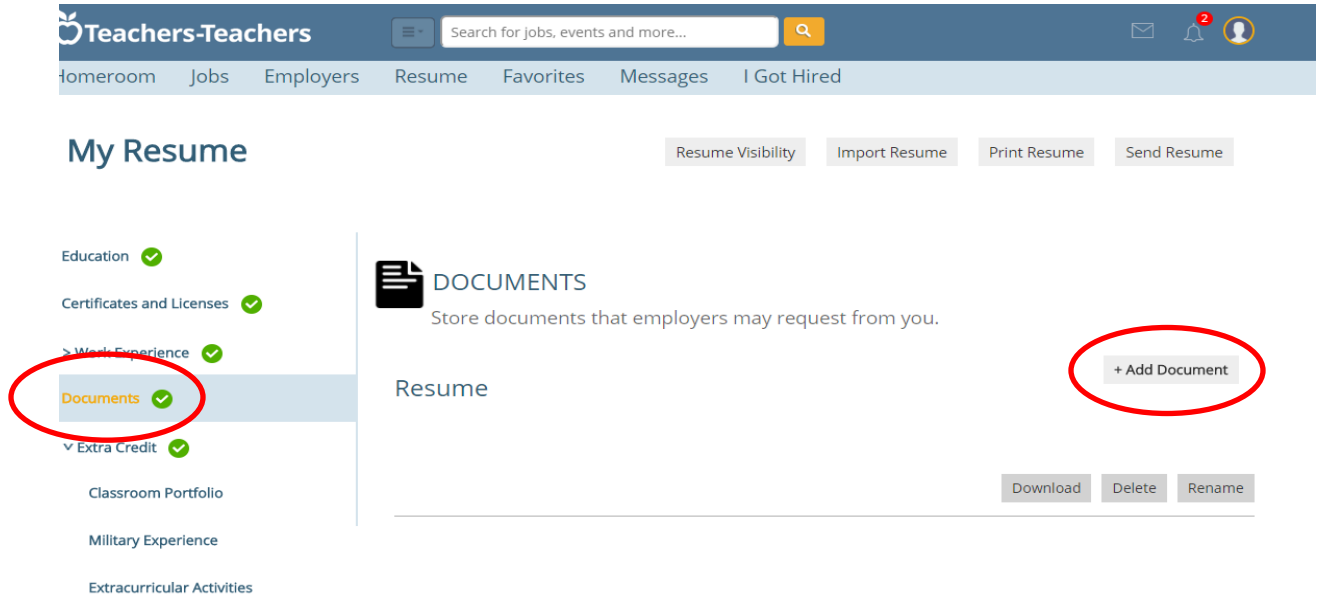
**Utah State Office of Education**  
Secondary Education (6-12) (Level 1)  
Chemistry, Exercise Science / Sports Medicine, Health Education, Science, Biological, Science, General, Science, Integrated  
Biology/Life Science, Chemistry, Earth Science, Environmental Science, Physics, Science (General), Space Science  
Graduating 2016

[Edit](#) [Delete](#)

## Step 5: *Uploading Documents*

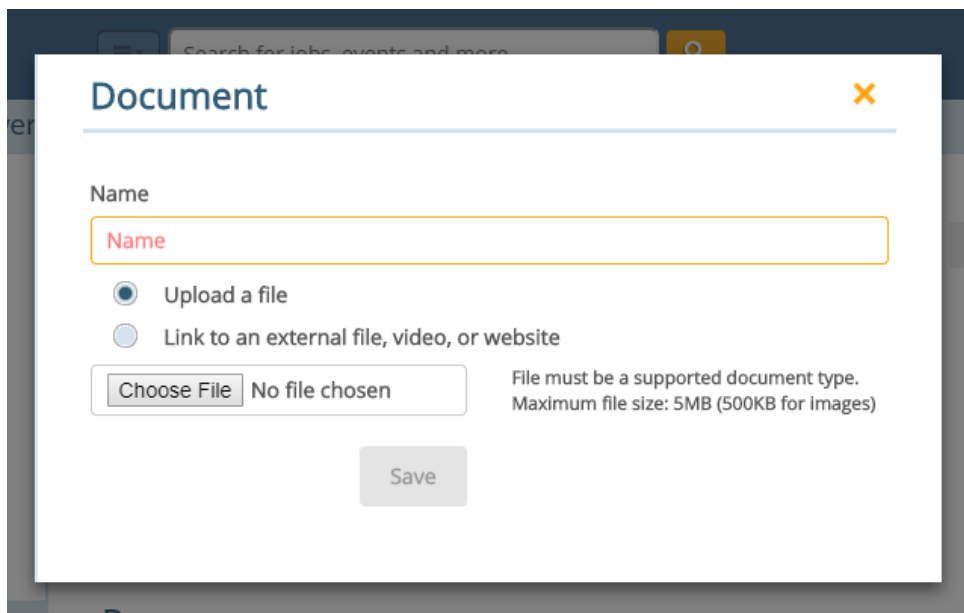
Now that your resume is complete, you may upload documents that you want the employers you are applying for to see. These could include a cover letter, letters of recommendation, evaluations, or teaching license. *(You may email these documents to us later as they are not necessary to apply)*

- Make sure you are still in the **“Edit Resume”** section. Find the **“Documents”** option on the left-hand side of the page and click on it.



The screenshot shows the Teachers-Teachers website interface. At the top, there is a navigation bar with the logo, a search bar, and user icons. Below this is a secondary navigation bar with links for 'Home', 'Jobs', 'Employers', 'Resume', 'Favorites', 'Messages', and 'I Got Hired'. The main content area is titled 'My Resume' and includes buttons for 'Resume Visibility', 'Import Resume', 'Print Resume', and 'Send Resume'. On the left, a sidebar lists various resume sections: 'Education', 'Certificates and Licenses', 'Work Experience', 'Documents', 'Extra Credit', 'Classroom Portfolio', 'Military Experience', and 'Extracurricular Activities'. The 'Documents' section is highlighted with a red circle. The main content area shows a 'DOCUMENTS' section with the text 'Store documents that employers may request from you.' and a 'Resume' section. A '+ Add Document' button is circled in red. Below the 'Resume' section, there are buttons for 'Download', 'Delete', and 'Rename'.

- To add a document you click on the link that says **“+Add Document”**. Then name, and, upload the files from your computer documents.

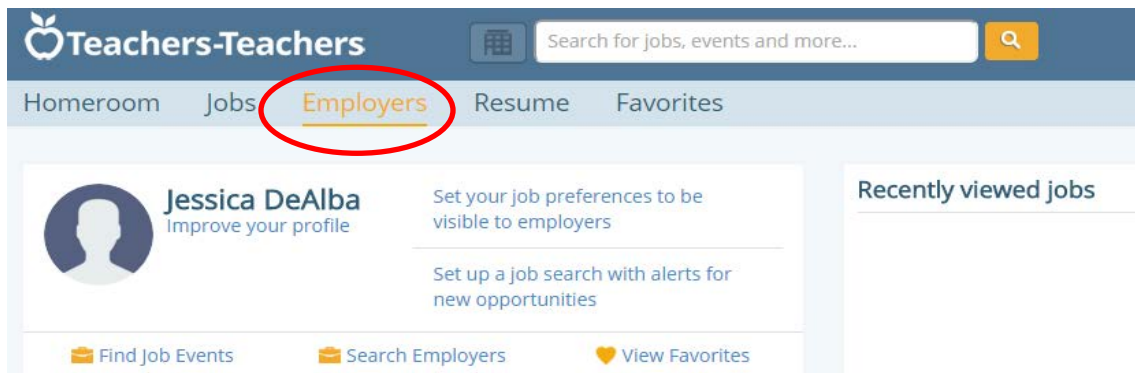


The screenshot shows a 'Document' upload dialog box. It has a title bar with the word 'Document' and a close button. Below the title bar, there is a 'Name' field with a placeholder text 'Name'. There are two radio button options: 'Upload a file' (selected) and 'Link to an external file, video, or website'. Below these options is a 'Choose File' button with the text 'No file chosen' next to it. To the right of the 'Choose File' button, there is a note: 'File must be a supported document type. Maximum file size: 5MB (500KB for images)'. At the bottom of the dialog box, there is a 'Save' button.

## Step 6: Searching for Canyons School District Job Postings

Now that you have your resume completed correctly, you will search for our candidate pool postings to submit your application.

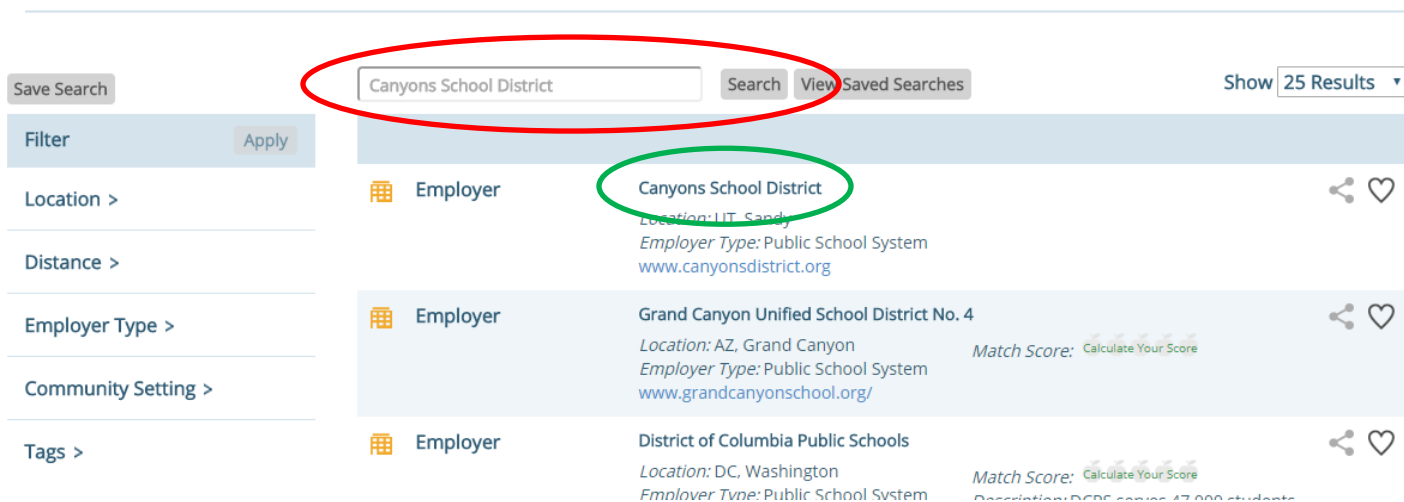
- You can follow this link: <http://www.teachers-teachers.com/employer/Canyons-School-District-6537>. This will take you to all of our job postings – it will require you to log in to your account again.
- If you do not want to log into your account again, you may also search for positions by going back to the top of the page and clicking on **“Employers”**



- Type Canyons School District into the search bar and click on **“Search”**

## Search Results

Search jobs, events, and announcements, then narrow your search to fit your specific requirements. Don't forget to save your personalized search to use in the future, or automatically receive emails when new results are listed.



- Click on the result “Canyons School District” when it populates (see green circle on previous page).
- The image below will pop up afterwards. Scroll to the bottom of the page to where the job postings are and click on the one you are interested in.

## Canyons School District

Canyons School District  
9361 South 300 East  
Sandy  
Utah, United States  
84070  
[www.canyonsdistrict.org](http://www.canyonsdistrict.org)

Type: Public School System  
Community: Suburban

### Take Action



### Details

#### Mission Statement

The mission of the Canyons District is to encourage and help every student become career and college ready and find a meaningful purpose in life.  
...

[ Show More ]

## Opportunities

See Jobs, events and announcements for Canyons School District.

CSD - Adapted PE - Half Time

Posted: 02/27/2018

CSD - 2018-19 Elementary K-5 Teachers Candidate Pool

Posted: 02/27/2018

CSD - Mathematics Candidate Pool 2018-19

Posted: 02/27/2018

CSD - Science Candidate Pool 2018-19

Posted: 02/27/2018

CSD - Fine Arts Candidate Pool 2018-19

Posted: 02/27/2018

CSD - CTE Business Candidate Pool 2018-19

Posted: 02/27/2018

CSD - CTE FACS Candidate Pool 2018-19

Posted: 02/27/2018

CSD - CTE Computer Science Candidate Pool 2018-19

Posted: 02/27/2018

CSD - CTE Technology and Engineering Candidate Pool 2018-19

Posted: 02/27/2018

CSD - Music Candidate Pool 2018-19

Posted: 02/27/2018

## Step 7: Applying to a Candidate Pool

After you have clicked on the job posting you are interested in, a separate window will pop up with job specifics. Read through it all to make sure you are qualified.

- In the **“Take Action”** section you will see the **“Apply”** button and you will click on it.

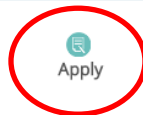
### CSD - Science Candidate Pool 2018-19 (Sec)

 Canyons School District

 Jessica DeAlba  
Canyons School District  
9361 South 300 East  
Sandy  
Utah, United States  
84070  
[www.canyonsdistrict.org](http://www.canyonsdistrict.org)

Open Positions: To Be Determined  
Type: Full-time, Part-time  
Start Date: Upcoming School Year  
Deadline: Open Until Filled  
Offers 401k: Yes  
Offers Pension: Yes

#### Take Action



#### Details

##### Description

Thank you for your interest in Canyons School District!

- Another window will pop up with instructions on how to apply, read through those instructions.

## Teacher Application 2018

Canyons School District

CSD - Science Candidate Pool 2018-19 (Sec)

##### Instructions

If you are interested in applying for a position with Canyons School District, please use this application. You must complete all required fields and submit all required documents in order to be considered for a position. \*\*\*Before submitting this application, please make sure that you have listed your most recent supervisor or cooperating teacher, and you have added email addresses and phone numbers for all your references in the References section of your resume.\*\*\*

##### Requirements



- After you have read the instructions, you will see the **“Recommended Resume Sections”** and you do not need to fill them out. You may fill them out if you think it helps give us a better look into your skills.

### Recommended Resume Sections



#### WORK EXPERIENCE

Highlight your previous education work experience.

Indicate that this resume section doesn't apply to me.

+ Add Work Experience: Education



#### OTHER WORK EXPERIENCE

Highlight your previous work experience.

Indicate that this resume section doesn't apply to me.

+ Add Work Experience: Other



#### MILITARY EXPERIENCE

Showcase your service to your country.

Indicate that this resume section doesn't apply to me.

+ Add Military Experience

- Scroll down further till you see **“Supplemental Questions”**.
- You will answer the question **“Please express why you would be interested in working for Canyons School District.”** Type a short answer response in the text box.
  - If you would like to save this answer for future use, you will create a name for it to be saved under in the **“Reference name”** field, then click **“Save answer”**
  - When it saves, you will access it by clicking on the drop down menu labeled **“Select a Question”**.

### Supplemental Questions

Please answer the following questions.

Please express why you would be interested in working for Canyons School District?

Select a Question

Add

Specify an answer

Reference name

Save answer

- After you have answered the supplemental question, scroll down to answer all 9 background questions.

### Background Questions

Please answer the following questions truthfully. If it is determined at a later date that you were not truthful, your offer of employment will be re...

[\[ Show More \]](#)

Have you ever been convicted of a crime or offense?

Yes

No

Have you ever been discharged or resigned in lieu of termination from a former position?

Yes

No

Have you ever been refused tenure, non-renewed, suspended, or terminated?

Yes

No

Have you ever had any action, sanction, or discipline taken against your teaching license or are you currently under investigation?

Yes

No

Have you undergone a criminal history record check within the last 90 days?

Yes

No

If yes, please provide the date.



If you answered "Yes" to any of the questions above, please explain the circumstances.

Select a Question ▼

Add

Specify an answer

- You will now sign your name on the application. Make sure your name is typed exactly as you put it on your profile.

#### Electronic Signature

By typing your name, you hereby affirm that all information given by you on this application is true and complete to the best of your knowledge and be...

[\[ Show More \]](#)

Signature

Please provide your signature

- Under the signature is where you will add any documents you uploaded during Step 5.
  - *Keep in mind, we will only see documents that are added at this stage. Any new documents you wish for us to see or that we request will have to be emailed to us.*
- Click **“Save”** to submit your application!

#### Documents

Please submit the following documents as soon as possible. For each requested document(s), please choose the document that best fulfills the request ...

[\[ Show More \]](#)

Cover Letter

Resume

Teaching License

Resume

Teaching or Student Teaching Evaluation

Resume

Three letters of reference

Resume

Save

## Step 8: *Your Application is Submitted*

You have submitted your application! You will see the following window pop-up when your application has been completed correctly.

### Congratulations!



Congratulations, your application submission for "CSD - Science Candidate Pool 2018-19" is complete.

We've put this job in your favorites to make it easy for you to review your status and details.

Finish

**\*\*\*Note:** Anything you change to your profile after you submit your application will not be updated on our end. If you want us to see those changes, you must send them to us via email. There is no way to update an application that has already been submitted.

**If you have additional questions please contact:**

Secondary Education/Counseling Questions:

Jessica DeAlba at 801-826-5354 or [jessica.dealba@canyonsdistrict.org](mailto:jessica.dealba@canyonsdistrict.org)

Elementary Education:

Ronnie Ellingson at 801-826-5425 [ronnie.ellingson@canyonsdistrict.org](mailto:ronnie.ellingson@canyonsdistrict.org)

Special Education/Early Childhood/SLP:

Christine Gardner at 801-826-5172 or [christine.gardner@canyonsdistrict.org](mailto:christine.gardner@canyonsdistrict.org)