

We appreciate your interest in employment with Eagle Mountain Saginaw- ISD and would like to encourage you to take a few minutes to review the instructions prior to completing your application. Completion of an online application is required to be considered for employment with EM-SISD.

## **On-line Application Instructions**

### **Existing Applicants**

Under the employment tab, you will need to click on “Current Job Opening.” Log in using your current username and password then click on “View “Posted Position” to see a list of current job posting, complete all incomplete sections of you application the click “Submit to HR”. If you have misplaced your password you may contact Human Resources at 817-847-2760 or via email at [lbarrera@ems-isd.net](mailto:lbarrera@ems-isd.net).

### **New Applicants**

Under the employment tab, you will need to click on “Current Job Opening.” Then click the “Search” button in the “For Jobs/New Applicant” box.

On the posted position screen that appears, you will need to highlight the position(s) you are interested in. If you want to see details for the job click “View Details of Highlighted Positions”. If you choose to apply for the position, click “Apply for Selected Positions”

Mark the box “I Would Like to Create a New Profile” When your profile page comes up you must complete all information marked incomplete. Once completed, you will need to “Submit to HR”

1. Applicants are encouraged to upload a letter of interest and resume to the online application. Please do not mail these documents to EM-ISD.
2. It is recommended that you print and retain a copy of your application.
3. Your application will remain active for a period of 6 months. To re-activate your application, you will need to update your application using your User ID and password.
4. Once you have submitted your application you will receive the message "Your application has been successfully transmitted." If you have provided a valid email address, an email will be sent to that address confirming the receipt of your application.
5. Principals and other hiring officials are responsible for the hiring for positions within their area of authority. The online application database of applicant information is available to all hiring officials.

Please retain your user name and password. Using your User ID and password, you will be able to return to your application to make changes, corrections or additions.

### **Background & Criminal History Check**

Under state law, Eagle Mountain Saginaw ISD may obtain any criminal history record information pertaining to an applicant. The District may obtain such information from any law enforcement agency including a police department, the Department of Public Safety, the Texas Department of Corrections or similar out of state entities.

Thank you for your interest in employment with Eagle Mountain Saginaw ISD

### **[Begin Online Application or Update Current Online Application](#)**

If you need further assistance you may contact Human Resources at 817-847-2760 or via email at [lbarrera@ems-isd.net](mailto:lbarrera@ems-isd.net).