

## New Applicants

### How to Apply

- Go to the “Employment” tab on the district website.
  - Click on “Click here to view current job openings with EMS ISD”
  - Click to Search Current Job Openings
  - On the “All Posted Positions” screen that appears, you will check the box(es) on the left hand side for the position(s) you are interested in.
    - If you want to see positions *essential functions, qualifications, paygrade, and who the position reports to*, under the careers tab you can click “Job Descriptions” on the left hand side of the screen.
  - Click the “Apply for Selected Position(s)” box on the upper right side.
  - Select the “I Would Like To Create a New Profile” check box at the top of the “New User Please Create a Profile” box.
  - Enter your information into the “New User Please Create a Profile” box and select the “Create Profile” button at the bottom of the box.
  - Once your profile page comes up, you will need to complete all information sections that are marked as incomplete.
  - Once completed, you will need to select “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 EMS-ISD.
  2. It is recommended that you print and retain a copy of your application.
  3. Your application that remain active for a period of 6 months. To re-activate application, you will need to update your application using your username and password.
  4. Once you have submitted 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 username and password. Using your username and password, you will be able to gain access to your profile to apply for new positions, and/or to return to previous application(s) 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.