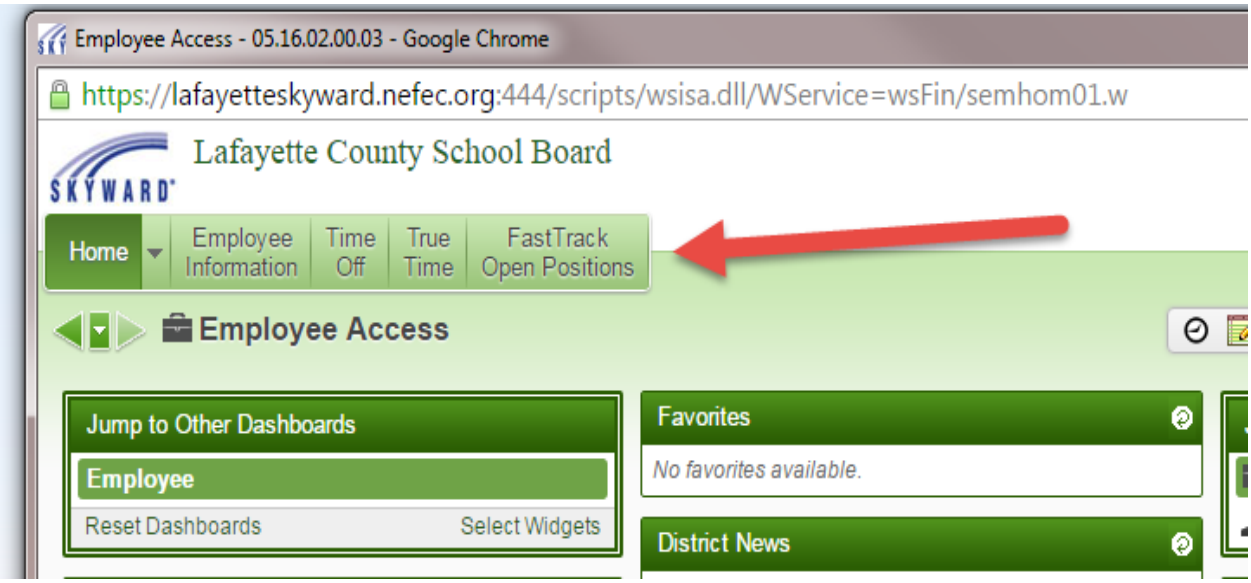
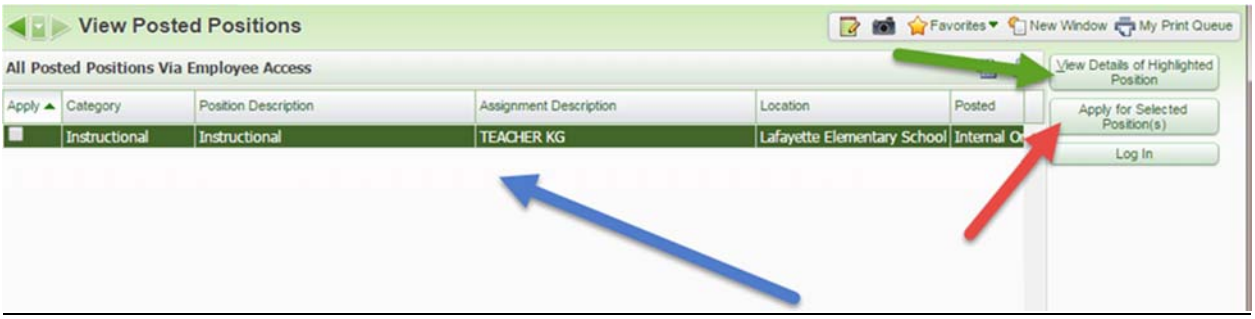
INTERNAL APPLICANTS:

Current employees may view internal job listings by logging into their Skyward Business Account using their Skyward login information.

Click on "Fast Track Open Positions" button to view internal job listings.



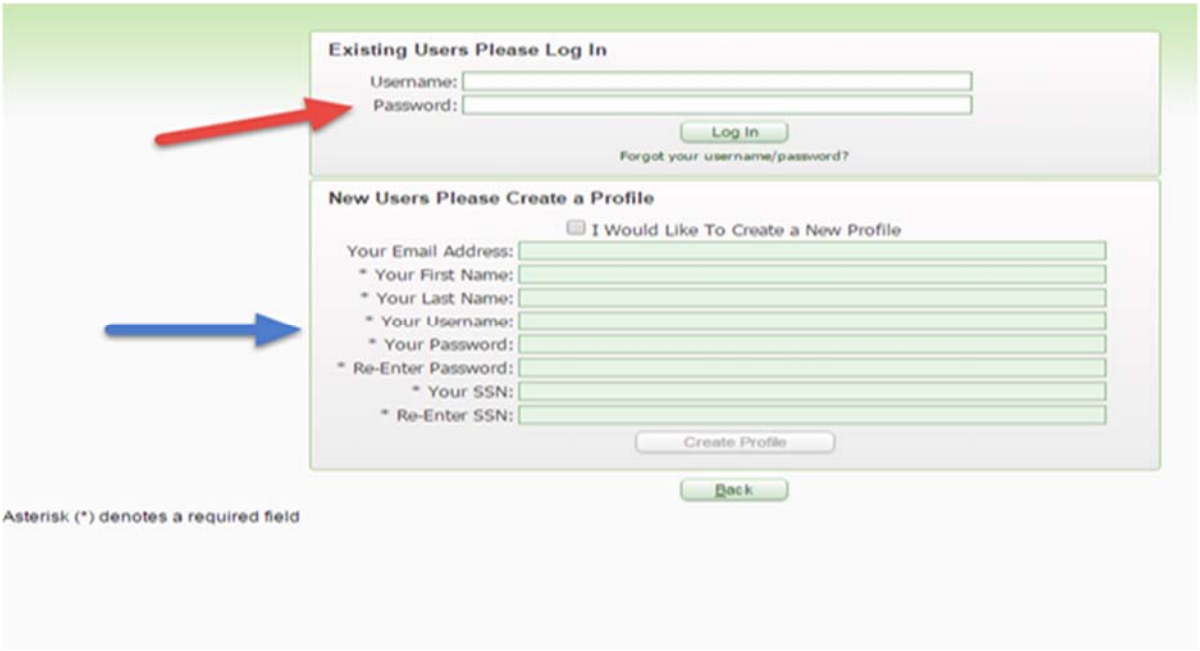
This will open the Posted Positions page.



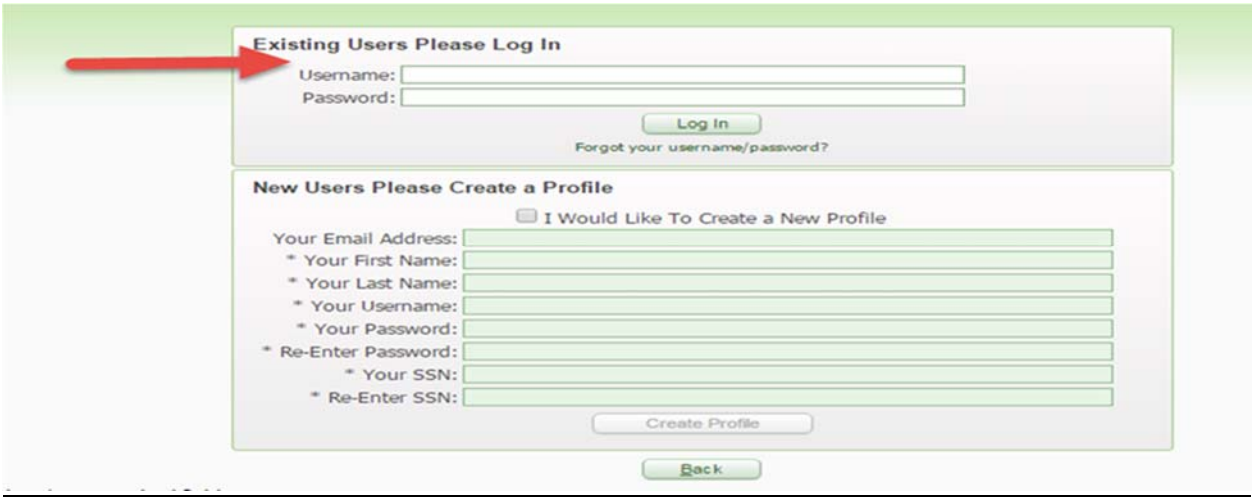
Current positions are listed by category. See **BLUE arrow** above.

If you would like to view the details of a position, highlight the position with your cursor and click on the "View Details of Highlighted Position" button in the top right corner (indicated with the **GREEN arrow** above).

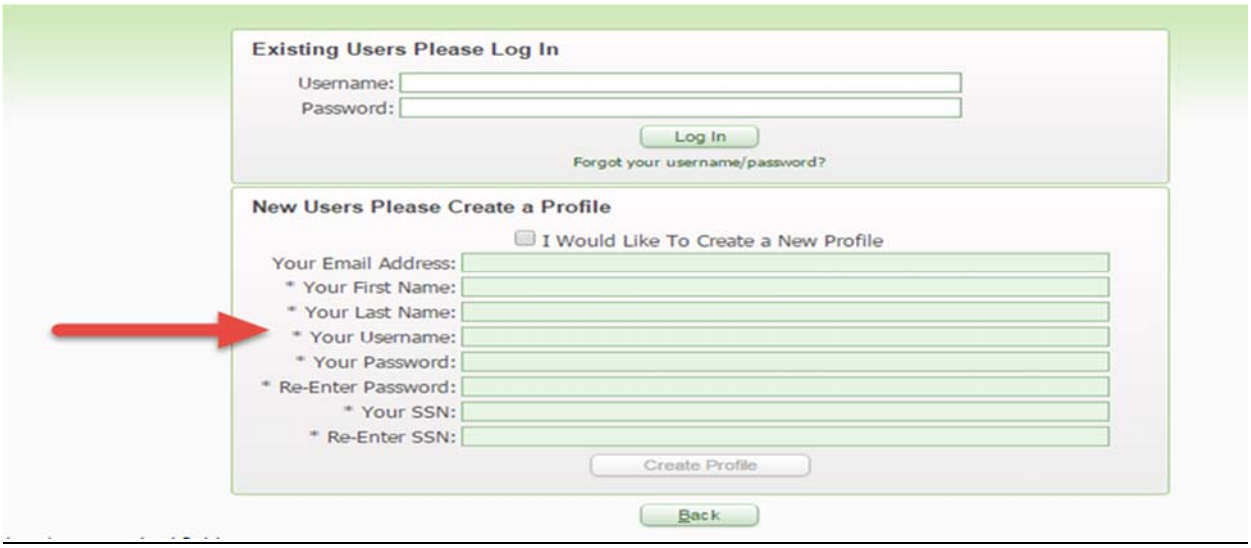
If you would like to apply for a position, highlight the position with your cursor and click on the "Apply for selected Position(s)" button in the top right corner (indicated with the **RED arrow** above). This button will open the window to create a personal account.



If you have set up an account previously, you are an existing user and can log in with your Username and Password here:



If you have not set up an account previously, you will need to go to the NEW USER section and create an account:

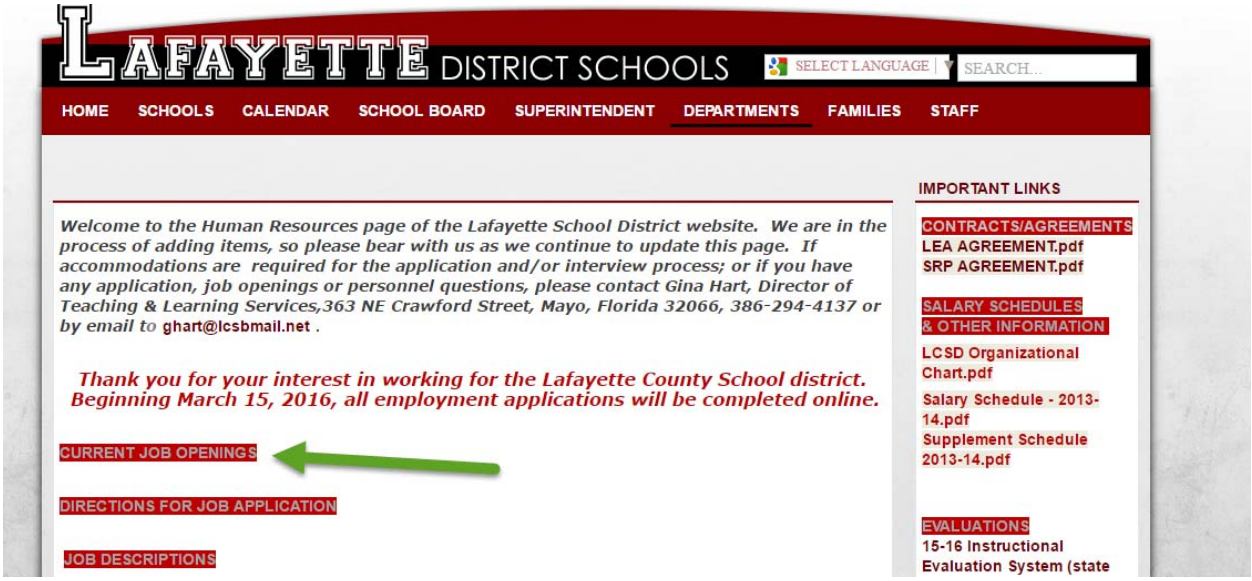


Once you have created your account, the system will walk you through the application process. You can then log in and edit your application as needed. If you have questions, please contact Gina Hart at 386-294-4137 or April Young at 386-294-1422.

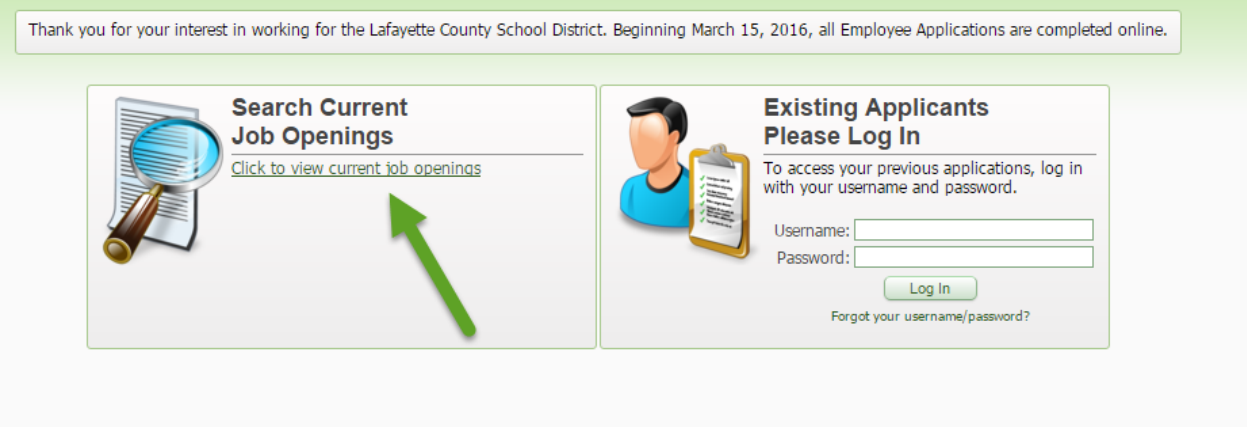
EXTERNAL APPLICANTS:

To view external job listings, go to the District website and click on Departments and choose the Human Resource tab on the drop down menu OR click on the scrolling announcement message link indicating current job openings.

Either link will open to this page:



To view current job openings, click on the "Current Job Opening" link. This link will open into the Skyward platform, indicating a link to view current job openings.



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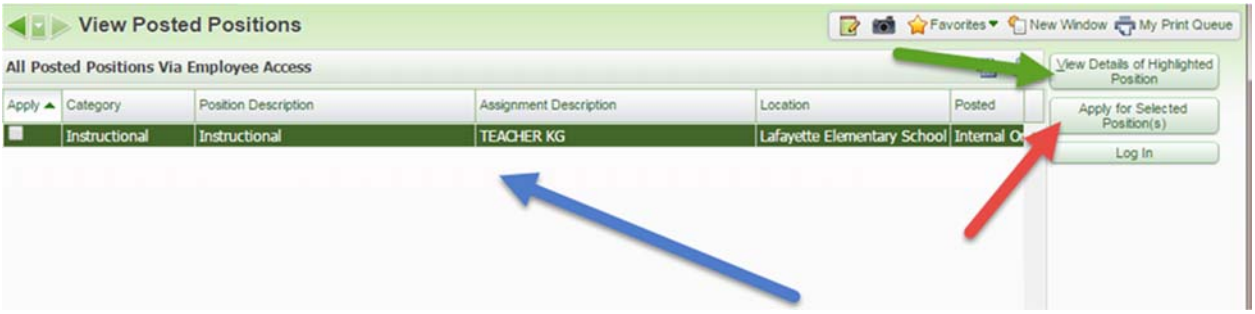

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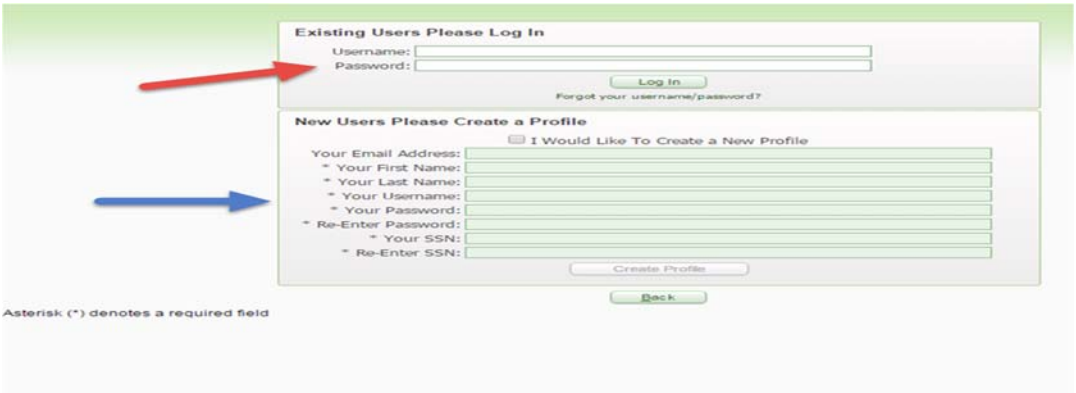

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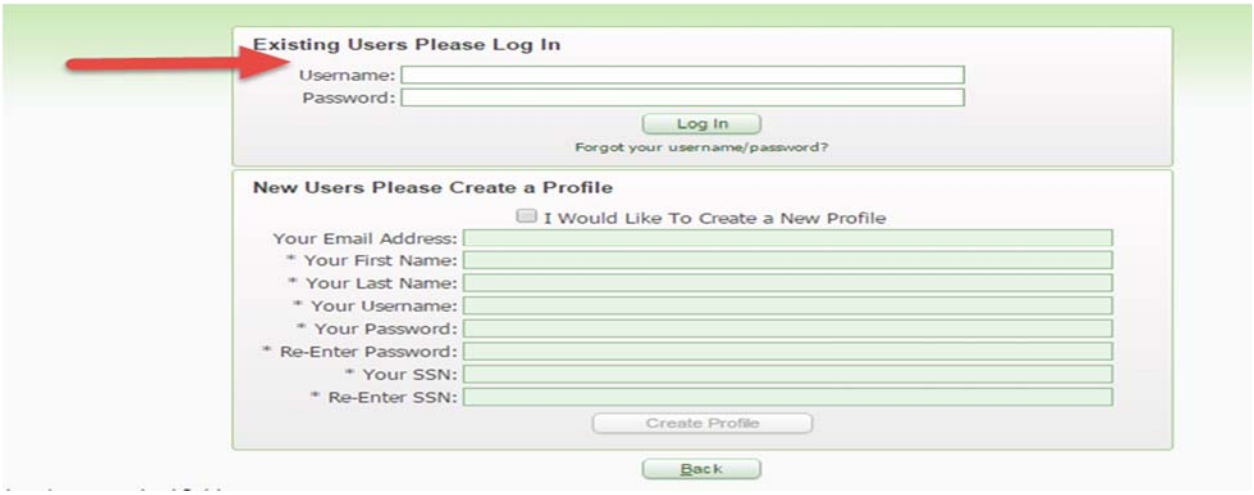

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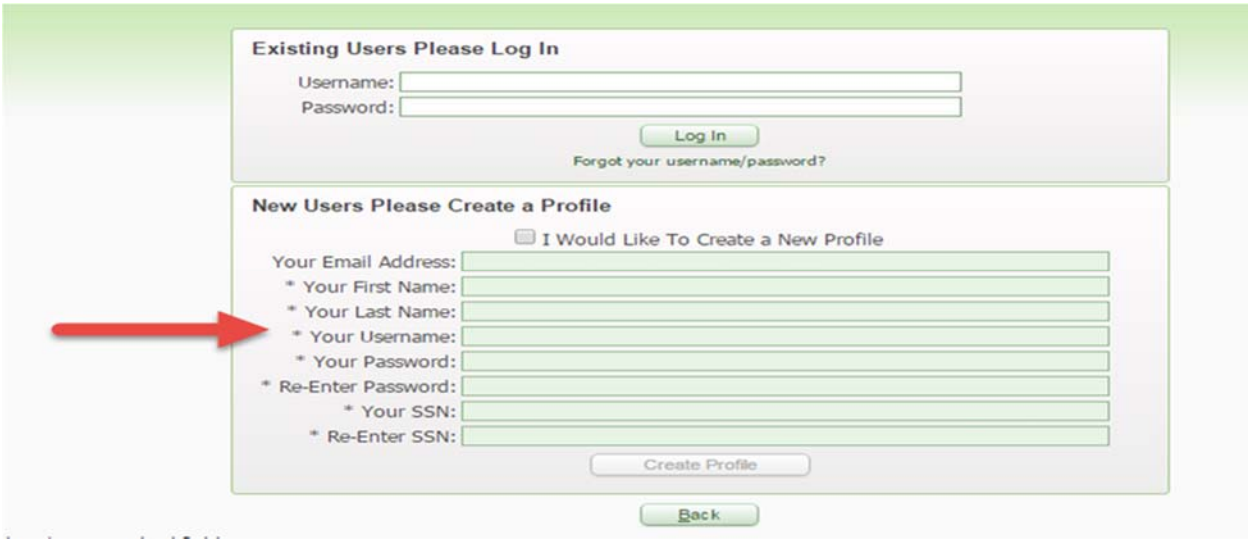

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