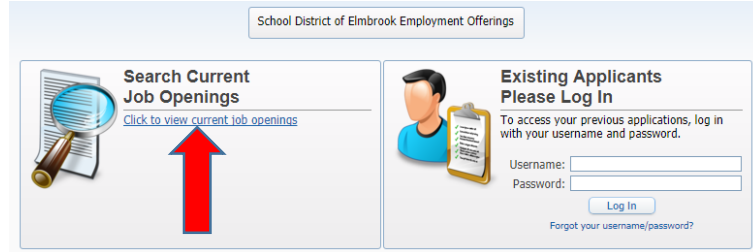


How to Apply for a Position with Elmbrook Schools

STEP 1 – Searching for a position

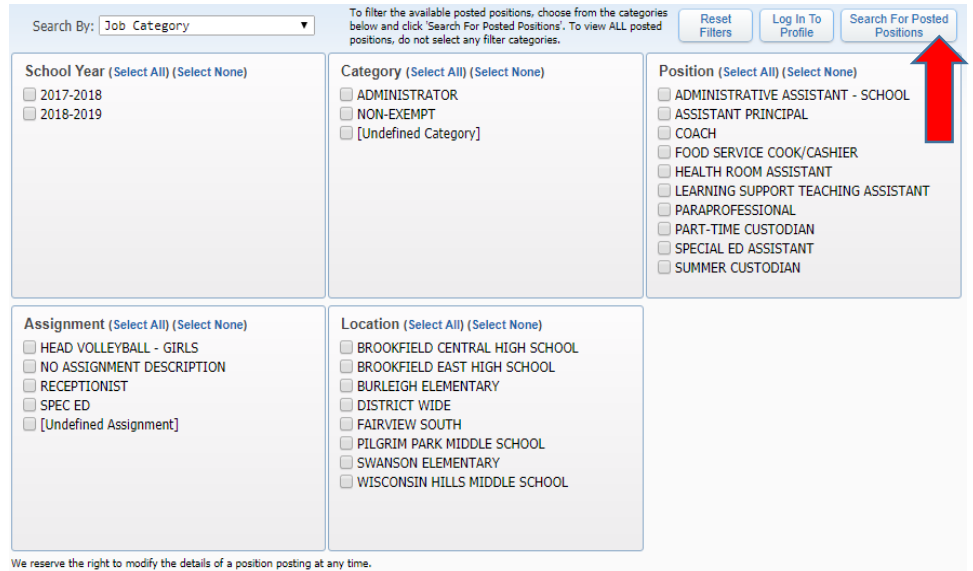
Visit this [website](#) and click on the link provided to view our current job openings.



STEP 2 – Select preferences

Check any of the boxes to refine your search and click “Search for Posted Positions.” You are able to further narrow down your search by:

- School Year
- Category
- Position
- Assignment
- Location



STEP 3 – Select position

Check the box(es) of any position(s) that are of interest to you. You are able to “View Details of Highlighted Position” or “Apply for Selected Position(s)” using the buttons on the right side.

All Posted Positions

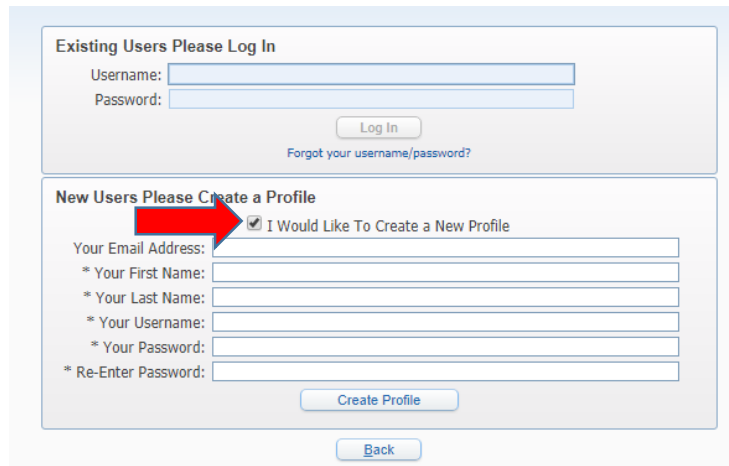
Apply	Category	Position Description	Assignment Description	Location	Job Type	Application Deadline	School Year
<input type="checkbox"/>		COACH	HEAD VOLLEYBALL - GIRLS	BROOKFIELD EAST HIGH SC		02/28/2018	2017-2018
<input type="checkbox"/>	ADMINISTRATOR	ASSISTANT PRINCIPAL	*	BURLEIGH ELEMENTARY		When Filled	2018-2019
<input type="checkbox"/>	NON-EXEMPT	ADMINISTRATIVE ASSISTANT - SCHOOL	RECEPTIONIST	FAIRVIEW SOUTH	HRLY	When Filled	2017-2018
<input type="checkbox"/>	NON-EXEMPT	FOOD SERVICE COOK/CASHIER	NO ASSIGNMENT DESCRIPTION	PILGRIM PARK MIDDLE SCH	HRLY	When Filled	2017-2018
<input type="checkbox"/>	NON-EXEMPT	HEALTH ROOM ASSISTANT	NO ASSIGNMENT DESCRIPTION	WISCONSIN HILLS MIDDLE	HRLY	When Filled	2017-2018
<input type="checkbox"/>	NON-EXEMPT	LEARNING SUPPORT TEACHING ASSISTA	NO ASSIGNMENT DESCRIPTION	BROOKFIELD CENTRAL HIGI	HRLY	When Filled	2017-2018
<input checked="" type="checkbox"/>	NON-EXEMPT	PARAPROFESSIONAL	*	DISTRICT WIDE	HRLY	When Filled	2017-2018
<input type="checkbox"/>	NON-EXEMPT	PART-TIME CUSTODIAN	*	DISTRICT WIDE		When Filled	2017-2018
<input type="checkbox"/>	NON-EXEMPT	SPECIAL ED ASSISTANT	SPEC ED	BURLEIGH ELEMENTARY	HRLY	When Filled	2017-2018
<input type="checkbox"/>	NON-EXEMPT	SPECIAL ED ASSISTANT	SPEC ED	SWANSON ELEMENTARY	HRLY	When Filled	2017-2018
<input type="checkbox"/>	NON-EXEMPT	SUMMER CUSTODIAN	NO ASSIGNMENT DESCRIPTION	DISTRICT WIDE	HRLY	When Filled	2017-2018



STEP 4 – Create a profile

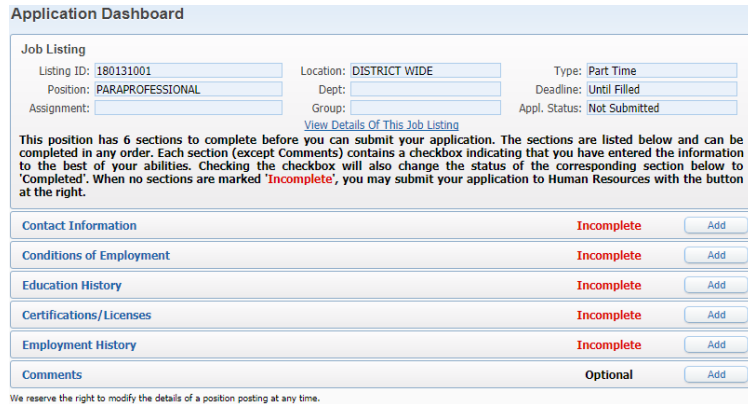
After you have determined that you are ready to “Apply for Selected Position(s)”, you will need to Create a Profile if this is your first time applying online using the FastTrack system. Existing users that have already created a profile are able to bypass this step by logging in with their username and password.

To create a new profile, simply check the box under “New Users...” and be sure to fill in all fields. Then, click “Create Profile.”



STEP 5 – Complete Application Dashboard

Complete the information in each of the fields. To do this, start by clicking “Add” next to each category. You are able to save your work at any time, and can resume the application before submitting as long as the position has not closed.



STEP 7 – Email verification

Once you have completed all of the fields and attached any required documents, you can “Submit to HR.”

You will receive an email verification once you have successfully submitted your application. Be sure you adjust your email’s spam settings if you do not receive that within 24 hours.

