Plano Independent School District

> **Select New Applicant if this is the FIRST time to complete an application.**

☰ **New Applicants**, please register. ⓘ

☰ **Registered Applicants**, please sign-in.

> **Select Registered Applicant if there is already an application on file regardless of when it was entered.**

If you do not remember your user ID and Password click here.

Please write down and store your User ID and Password in a safe place. You will not be able to access your application if you log out and do not remember this information.
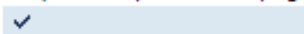
Please write down your hint question and answer and provide an active email address in your application. Your password will be sent to that email address if you forget your password.

If you are a new applicant and are interested in applying for a position with the Plano Independent School District, please follow the simple steps below. Our online application "wizard" will walk you through the process step-by-step. A navigation bar will be displayed along the left side of all screens and will keep you informed of your progress...
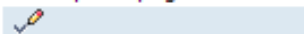
  ⊳ The current page will be highlighted.

  ⊳ As you complete each page, that page label will be annotated with a "checkmark" icon.

    ✓

  ⊳ Incomplete pages will be annotated with a "checkmark & pen" icon.

    ✓

You may also use the navigation bar at the left of the screen to quickly jump to specific sections of the online application. However, the data you enter on each page of this online application will only be saved when you click the "CONTINUE" button at the bottom of each page. If you jump to the navigation bar before completing a page, any information you have entered on that page will NOT be saved.

Click on this icon 🖼 **if you need more space while typing.**

1. Register - Create an Account

Registering allows you to establish your User ID and Password. Once your account has been created, you can complete the Online Application, or you may leave the site and return later to update the details of your application, add attachments, and view your submitted applications.

2. Complete Online Application

After creating your account, our online application "wizard" will guide you through the steps of completing your application.

- ⊳ This process will take about 30 minutes for most applicants.
- ⊳ You do not have to complete it in one sitting.
- ⊳ Once you have completed the Registration process, we will save your incomplete application and you may exit this online application and return to complete it at a later time. **Note: incomplete applications will only be saved for 72 hours.**
- ⊳ Some fields are optional, some are required to proceed from one page to the next page (marked with an asterisk), and a few others are required before you can "submit" your application. You may want to gather this information before you begin.

Please Note

- ⊳ Certifications & Endorsements (level, subject area, dates)
- ⊳ Education History (institutions, degrees, dates)
- ⊳ Work History (institutions, positions, dates, etc.)
- ⊳ Professional references (name and contact information)

If you have further questions or comments, please contact us at **(469) 752-8767** or tsos@pisd.edu.

EEO Statement   Record Keeping
The certified browsers for TEAMS are Microsoft Internet Explorer, versions 7, 8 & 9, Mozilla Firefox, version 3.5+, Safari 5.0.3 and Google Chrome version 23+

Adobe Acrobat Reader

Privacy Statement.

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission | **Login Information**

' * ' indicates a mandatory field.

Login Information

Record only your legal name, excluding "nick names". This system only saves valid letters a-z and hyphens in name fields.

- Home
- Sign In
- My Profile
  - [1] Login Information
  - [1a] Former Names
  - [2] Contact Information
  - [3] Criminal History

First Name: *

Middle Name:

Last Name: *

Title:

Generation:

SSN: * ⓘ

Verify SSN: *

Please remember your User ID, Password, and Hint Answer for future access to your application. In the event you forget your password, you will be given the opportunity to provide your Hint Answer. Your Hint Answer is case sensitive.

User ID: * ⓘ

Password: *

Verify Password: *

Hint Question: *

Hint Answer: * ⓘ

Create your own User ID
(letters and/or numbers max 32 characters)

Create your own Password
(letters and/or numbers max 32 characters)

Save and Continue

'*' INDICATES A REQUIRED FIELD

Click "Save and Continue"

If an error occurs, refer to the top of page for message.

- **A User ID error can be corrected by creating another User ID.**
- **Do not use dashes for social security number.**

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission

- Home
- Sign In
- My Profile
  - [1] Login Information
  - **[1a] Former Names**
  - [2] Contact Information
  - [3] Criminal History

Former Names

Have you had former names?

I am not known by any other names: ☑

Add/Edit Former Names

First Name:	*
Middle Name:	
Last Name:	*

Add   Clear

Former Names ▼

Sort | Clear   **Sorted by:** (default)

First Name	Middle Name	Last Name

record count: 0 of 0

Edit   Delete

Save and Continue   Back

Click "Save and Continue"

Applicant Submission	Contact Information
Home	' * ' indicates a mandatory field.
Sign In	**How can we contact you?**
My Profile	
[1] Login Information	Zip or Postal Code: ● Zip Code ○ Postal Code
[1a] Former Names	Zip Code: * [ ] - [ ]
[2] Contact Information	Address Line 1: * [ ]
[3] Criminal History	Address Line 2: [ ]

' * ' indicates a mandatory field.

How can we contact you?

Zip or Postal Code: ● Zip Code ○ Postal Code
Zip Code: * [   ] - [   ]
Address Line 1: * [   ]
Address Line 2: [   ]
City: * [   ]
State: * Texas [▼]   ← **Texas will automatically appear. You may use the drop down arrow for options.**
Email: [   ]
Verify Email: [   ]

* You must enter at least one phone number below:
Home Phone: [   ] - [   ] - [   ] ext [   ]
Work Phone: [   ] - [   ] - [   ] ext [   ]
Cell Phone: [   ] - [   ] - [   ] ext [   ]

If you will be moving in the near future, please provide us with a future (permanent) address at which we may contact you after the specific date.

Please note that if the future information you provide us is the same as your current one it will not be stored.

If you plan to move. Please give us your new contact information.

Zip or Postal Code: ● Zip Code ○ Postal Code
Zip Code: [   ] - [   ]
Effective Date: [   ] [📅]
Line 1: [   ]
Line 2: [   ]
City: [   ]   **Complete this section only if you plan to move.**
State: [▼]
Email: [   ]
Verify Email: [   ]
Home Phone: [   ] - [   ] - [   ] ext [   ]
Work Phone: [   ] - [   ] - [   ] ext [   ]
Cell Phone: [   ] - [   ] - [   ] ext [   ]

[Save and Continue] [Back]

Click "Save and Continue"

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission

- Home
- Sign In
- My Profile
  - [1] Login Information
  - [1a] Former Names
  - [2] Contact Information
  - **[3] Criminal History**

Criminal History

Criminal History

The information requested below is necessary to obtain criminal history. This confidential information will NOT be included as part of your application but it must be completed in order to be considered for employment by Plano Independent School District. All Texas public schools are required by state law to obtain criminal history record information on all applicants for employment with the District (Texas Education Code Section 22.083).

Do you have a valid U.S. Driver's License or Identification Card? * ◉ Yes ○ No

Drivers License/Identification Card Number: * [_____]

All fields are required on page.

Drivers License/Identification Card State: * [_____ ▼]

Gender: * ○ Female ○ Male ○ Decline to Provide

Date of Birth: * [_____ 📅]

Why is this needed? ⓘ

Ethnicity (Choose only one): *
- ○ Hispanic/Latino ⓘ
- ○ Not Hispanic/Latino ⓘ
- ○ Decline To Provide ⓘ

Race (Choose one or more): *
- ☐ White ⓘ
- ☐ Asian ⓘ
- ☐ Black or African American ⓘ
- ☐ American Indian or Alaska Native ⓘ
- ☐ Native Hawaiian or Other Pacific Islander ⓘ
- ☐ Decline To Provide

I understand that the information I am providing here about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history record information and that the information will be maintained in a file separate and apart from my employment application.

* ○ **I AGREE** ○ I DO NOT AGREE and therefore wish to discontinue this application process.

[Save and Continue] [Back]

Click "Save and Continue"

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission	Job Categories

Applicant Submission

- Home
- My Profile   ✓
- **Jobs**
- Substitute Forms
- Sign Out
- Print

Job Categories

In order to simplify your search for job opportunities within our school district, we have organized our posted job opportunities under the Job Categories listed below. When you select the Job Category in which you are interested, you will be presented with a list of those job opportunities related to that category.

Select a Job Category:

District Jobs

- ▸ ADMINISTRATION
- ▸ AUXILIARY
- ▸ CAMPUS ADMINISTRATION
- ▸ CLASSROOM OR ADMINISTRATIVE AIDE
- ▸ COPY CENTER SERVICES
- ▸ DISTRIBUTION SERVICES
- ▸ EXECUTIVE MANAGEMENT
- ▸ FACILITY SERVICES
- ▸ FINANCIAL/ACCOUNTING
- ▸ FOOD & NUTRITIONAL SERVICES-FANS
- ▸ PARAPROFESSIONAL
- ▸ PASAR After School Care
- ▸ PROFESSIONAL
- ▸ PROFESSIONAL CAMPUS/ADMINISTRATI
- ▸ SECRETARIAL OR CLERICAL
- ▸ SPECIAL PROGRAMS
- ▸ TEACHER
- ▸ TECHNOLOGY SERVICES
- ▸ TRANSPORTATION

Substitute Jobs

- ▸ Substitute Auxiliary
- ▸ Substitute Licensed Professional
- ▸ Substitute Office/Clerical
- ▸ Substitute Teacher
- ▸ Substitute Teacher Assistant
- ▸ TEMPORARY WORK

Continue   You currently have no jobs selected.

Select position(s) you want to be considered for:

- **You may select as many positions as you like.**

- **You may apply for positions that are not posted.**

If no selection is made, click "Back to Job Categories".

OR

After making selections, click "Save Changes".

Applicant Submission

Home	
My Profile	✓
Jobs	
Substitute Forms	
Sign Out	
Print	

Select Jobs

⌃ Back to Job Categories   Save Changes

Jobs in ADMINISTRATION

- ☐ Administrative Assistant Assoc Superintendent Business Services
- ☐ Administrative Assistant Asst Superintendent Technology Services
- ☐ Administrative Assistant Campus Services
- ☐ Administrative Assistant Govt, Community & Planning
- ☐ Administrative Assistant Plano ISD Education Foundation
- ☐ Administrative Assistant Superintendent's Office
- ☐ Agriculture Project Center Supervisor
- ☐ Assessment Technical Specialist
- ☐ Assistant Director Benefits & Risk Management
- ☐ Assistant Director Elementary Special Education Curriculum
- ☐ Assistant Director Eschool
- ☐ Assistant Director Research and Campus Data Support
- ☐ Associate Athletic Director
- ☐ Athletic Utility Assistant
- ☐ Buyer Purchasing

This is a sample of positions to select from under "ADMINISTRATION".

You can select as many positions you want to be considered for by checking each box.

Applicant Submission

Home	
My Profile	✓
Jobs	
Substitute Forms	
Sign Out	
Print	

Job Categories

In order to simplify your search for job opportunities within our school district, we have organized our posted job opportunities under the Job Categories listed below. When you select the Job Category in which you are interested, you will be presented with a list of those job opportunities related to that category.

Select a Job Category:

District Jobs

▸ ADMINISTRATION You have selected: Coordinator Speech & Theatre, Buyer Purchasing

▸ AUXILIARY

▸ CAMPUS ADMINISTRATION

▸ CLASSROOM OR ADMINISTRATIVE AIDE

▸ COPY CENTER SERVICES

▸ DISTRIBUTION SERVICES

▸ EXECUTIVE MANAGEMENT

▸ FACILITY SERVICES

▸ FINANCIAL/ACCOUNTING

▸ FOOD & NUTRITIONAL SERVICES-FANS

▸ PARAPROFESSIONAL

▸ PASAR After School Care

▸ PROFESSIONAL You have selected: Coordinator Speech & Theatre

▸ PROFESSIONAL CAMPUS/ADMINISTRATI

▸ SECRETARIAL OR CLERICAL

▸ SPECIAL PROGRAMS

▸ TEACHER

▸ TECHNOLOGY SERVICES

▸ TRANSPORTATION

Substitute Jobs

▸ Substitute Auxiliary

▸ Substitute Licensed Professional

▸ Substitute Office/Clerical

▸ Substitute Teacher

▸ Substitute Teacher Assistant

▸ TEMPORARY WORK

You can view jobs selected.

Continue

Click "Continue"

Applicant Submission

Home	
My Profile	✓
Jobs	✓
Application	
Contact Origin	
External Assessment Interim	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Contact Origin

How did you hear about employment
opportunities at Plano Independent School District?

Use drop down menu for options.

Continue

Click "Continue"

This page is optional and is not required to submit application.

HRSYST 012715

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission		External Assessment Interim
Home		
My Profile	✓	
Jobs	✓	
Application	✐	
Contact Origin	✓	
External Assessment Interim		
Personal Information		
Extracurricular Activities		
Additional Languages		
Certifications		
Education History		
Work Experience		
References		
Moral Turpitude		
Additional Questions		
Attachments		
Submit Application		
Sign Out		
Print		

External Assessment Interim

For your application to be available for employment consideration, you must complete the Gallup TeacherInsight™ assessment.
A link to the Gallup TeacherInsight™ assessment web site will be emailed to you in an email with **Gallup Teacher Email** as the subject.
Please enter your email address below and check your email.

Click on the Return Later button to complete the PISD application after taking the assessment or click the Continue button to continue completing your application now. However, you must complete the Gallup TeacherInsight™ before submitting your application.

You will need approximately 40 minutes of uninterrupted time to complete the timed assessment.

The score from the Gallup assessment will be used in the hiring process.

Email: * [   ]
Verify Email: * [   ]

[**Return Later**]   [**Continue**]

Click "Continue"

The External Assessment Interim page will only display if you selected a 'Teacher' role on the Jobs page.

Applicant Submission

Home	
My Profile	✓
Jobs	✓
Application	✎
Contact Origin	✓
External Assessment Interim	✓
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Personal Information

' * ' indicates a mandatory field.

Personal Information

How did you find out about this position?	* [dropdown]
Are you legally authorized to work in the U.S.?	* ○ Yes ○ No

(If hired, you will be required to complete an Employment Eligibility Verification Form (Form I-9) and produce documentation of your identity and authorization to work.)

☐ Available for Immediate Hire

Date available for employment:	* [ ] 📅
Do you speak, read, and write in English?	* ○ Yes ○ No
Have you ever been involuntarily terminated from another school district?	* ○ Yes ○ No
Have you ever resigned from a position in lieu of termination?	* ○ Yes ○ No
Have you been previously employed by this school district?	* ○ Yes ○ No
Are you currently a substitute in this district?	* ○ Yes ○ No
Are you retired for Social Security Administration purposes?	* ○ Yes ○ No
Are you a member of the Teacher Retirement System of Texas (TRS)?	* ○ Yes ○ No
Have you contributed to the Teacher Retirement System of Texas (TRS)?	* ○ Yes ○ No
Are you retired with the Teacher Retirement System (TRS) of Texas?	* ○ Yes ○ No
Have you ever taught on an emergency permit?	* ○ Yes ○ No
Do you hold a National Board for Professional Teaching Standards Certification?	* ○ Yes ○ No

All fields are required on page.

Save and Continue

Click "Save and Continue"

Applicant Submission

Home	
My Profile	✓
Jobs	✓
Application	✎
Contact Origin	✓
External Assessment Interim	✓
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Extracurricular Activities

Please indicate Extracurricular activities for which you are interested. Click the ADD button below to display options available.

Extracurricular Activities

Sort | Clear   **Sorted by:** (default)

Activity	Category

record count: 0 of 0

Add   **Edit**   **Delete**

Continue   **Back**

Click "Add" to select category.

Click "Continue"

This page is optional and is not required to submit application.

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission

- Home
- My Profile ✓
- Jobs ✓
- Application ✎
  - Contact Origin ✓
  - External Assessment Interim ✓
  - Personal Information
  - Extracurricular Activities
  - **Additional Languages**
  - Certifications
  - Education History
  - Work Experience
  - References
  - Moral Turpitude
  - Additional Questions
  - Attachments
  - Submit Application
- Sign Out
- Print

Additional Languages

Please indicate language abilities other than English and level of proficiency you possess. Click the ADD button below to specify a language skill.

Additional Languages

Sort | Clear   Sorted by: (default)

Language	Understand	Speak	Read	Write	Translate

record count: 0 of 0

Add   **Edit**   **Delete**

Continue   **Back**

Click "Add" to select language.

Click "Continue"

This page is optional and is not required to submit application.

Please list teacher, administrative and/or paraprofessional certificates.

Pending Education graduates, select "State of Texas Certification" or "Out of State Certification".

If not certified nor pending certification, select "No Certification".

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Certifications

Certification Types

○ State of Texas Certification (including teacher, paraprofessional, and administrators)

○ Alternative Certification Program

○ University Certification Program

○ 24 Credit Hours in a Subject Area with a Deficiency Plan

○ 24 Credit Hours in a Subject Area without a Deficiency Plan

○ Out of State/Out of Country Certification

○ No Certification or No 24 Credit Hours in an Area of Certification

Select the appropriate certification type.

Save and Continue   **Back**

The Certifications page will only display if a 'Teacher' role selected on the Jobs page.

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Certification Detail

List all areas of certification you currently hold (even those recently expired)

Level: *   [ ] ▾

Area: *   [ ] ▾

Use drop down arrow for options.

Certification Status

Is this certificate application pending?   ○ Yes   ○ No

Pending graduates will indicate "YES".

In the note box that will appear, indicate exams completed and anticipated graduation date. Date submitted to TEA will need to be a date prior to today's date.

Ok   **Cancel**

Click "Ok"

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Licenses

Please add any applicable Licenses that you hold.

Licenses

Sort | Clear   Sorted by: (default)

License Name	City	State	Issued Date	Expiration Date	License Number

record count: 0 of 0

Add   Edit   Delete   Notes

Save and Continue   Back

Click "Add" to enter license information.

The Licenses page will only display if the role selected on the Jobs page requires a license.

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Licenses

License: *

State: *

City: *

In Process: ○ Yes   ● No

Issue Date:

Expiration Date:

License Number:

Use drop down arrow for options.

Ok   Cancel

Click "Ok"

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Licenses

Please add any applicable Licenses that you hold.

Licenses

Sort | Clear   Sorted by: (default)

License Name	City	State	Issued Date	Expiration Date	License Number
Electrician Journeyman	Abilene	TX	05-08-2014	05-08-2015	123456

record count: 1 of 1

Add   **Edit**   **Delete**   **Notes**

Save and Continue   **Back**

You will be able to view information entered.

Click "Save and Continue"

Applicant Submission		Education History

Please select the highest education level you have completed, or on which you are working from the list below. If University/College information is recorded, Business/Trade School and High School/GED information is not needed.

The minimum level of education required for the selected jobs is .

Education History

Sort | Clear   Sorted by: (default)

Institute Name	Degree Earned	Major Subject	Grad Date

record count: 0 of 0

Add   **Edit**   **Delete**

Continue   **Back**

Click "Add" to enter education information.

Navigation menu:
- Home ✓
- My Profile ✓
  - Login Information ✓
  - Former Names ✓
  - Contact Information ✓
  - Criminal History ✓
- Jobs ✓
- Application
  - Contact Origin
  - Personal Information
  - Extracurricular Activities
  - Additional Languages
  - Certifications
  - Licenses
  - Education History
  - Work Experience
  - References
  - Moral Turpitude
  - Additional Questions
  - Attachments
  - Submit Application
- Sign Out
- Print

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission	
Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Education Level

Choose an Education Level

Education Level: ✱

- ⚪ College / University
- ⚪ Business School / Trade School
- ⚪ High School / GED Education (including No High School Diploma or GED)

Back

Select the appropriate education level.

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Education Institute

Institute Location and Name

Country: *   United States Of America ▼

State: *   Texas ▼

School Name: *   ▼

Continue   Back

Use drop down arrows for options.

Click "Continue"

HRSYST 012715

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Education History Degree Editor -- University

Abilene Christian University--, TX

Sort | Clear   Sorted by: (default)

Degree Type	From Date	To Date	Major	Major GPA	Minor	Minor GPA

record count: 0 of 0

Edit

Add / Edit degree

Degree Earned: * [   ] ▼

From Date: * [   ] 🔲   ← **Date format mm-dd-yyyy**

To Date: * [   ] 🔲

Graduation Date (or anticipated date): [   ] [   ]

Month   Year

If not Graduated, number of credit hours earned: [   ]

Major Subject: [   ]

Major GPA: [   ]

Minor Subject: [   ]

Minor GPA: [   ]

Add   Clear

Continue

Click "Add" to save entered information and then "Continue"

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
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Education History

Please select the highest education level you have completed, or on which you are working from the list below. If University/College information is recorded, Business/Trade School and High School/GED information is not needed.

The minimum level of education required for the selected jobs is .

Education History

Sort | Clear   Sorted by: (default)

Institute Name	Degree Earned	Major Subject	Grad Date
Abilene Christian University	ASSOCIATES		02-2005

record count: 1 of 1

Add   **Edit**   **Delete**

Continue   **Back**

You will be able to view information entered.

Click "Continue"

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Work Experience

Choose Experience Type

○ District Non-Instructional Experience -- (Administration, District Central Office, Aides, Support, Other, etc.)

○ Instructional Administrative Experience -- (Principal, Assistant Principal, etc.)

○ Teaching Experience -- (regular teachers Full & Part-Time)

○ Substitute Teaching Experience

○ Student Teaching Experience

○ Non-School District Experience

○ No Experience

Select the appropriate work experience category.

Cancel

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission

Work Experience

Choose Experience Type

○ District Non-Instructional Experience -- (Administration, District Central Office, Aides, Support, Other, etc.)

○ Instructional Administrative Experience -- (Principal, Assistant Principal, etc.)

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Applicant Submission navigation:

- Home ✓
- My Profile ✓
  - Login Information ✓
  - Former Names ✓
  - Contact Information ✓
  - Criminal History ✓
- Jobs ✓
- Application
  - Contact Origin
  - Personal Information
  - Extracurricular Activities
  - Additional Languages
  - Certifications
  - Licenses
  - Education History
  - Work Experience
  - References
  - Moral Turpitude
  - Additional Questions
  - Attachments
  - Submit Application
- Sign Out
- Print

Teaching Experience

School/Institution: *
Characters remaining: 64 (64 max)

From Date: *

To Date: *
☐ Presently Employed

Country: * United States Of America

City: *

Accredited Institution: * ○ Yes ○ No

Level: *

Years of Experience: * Round to nearest year

Subjects: *
Characters remaining: 64 (64 max)

Supervisor First Name: *

Supervisor Last Name: *

Supervisor Phone: ___ - ___ - ___ ext ___

May we contact the supervisor at this time? * ○ Yes ○ No

Reason for Leaving: *
Characters remaining: 500 (500 max)

Ending Salary/Hourly Rate: $

Check to add multiple entries: ☐ Multiple Entries

All fields are required on page.

[Ok] [Cancel]

Click "OK"

Applicant Submission	
Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	✎
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	✓
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Work Experience

Work Experience

Sort | Clear   Sorted by: (default)

Experience Type	Employer	Years of Experience
Teaching	ABC ISD	1

record count: 1 of 1

Add   **Edit**   **Delete**

You will be able to view information entered.

Continue   **Back**

Click "Continue"

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	✎
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	✓
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

ⓘ At least 2 references are required for the selected jobs ← **Please note**

References

References

Sort | Clear   Sorted by: (default)

Name	Type

record count: 0 of 0

Add   **Edit**   **Delete**

Click "Add" to enter reference information.

Continue   **Back**

Applicant Submission	
Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	✎
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	✓
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

References

Reference

Reference Type: *

First Name: *

Last Name: *

Title:

School/University/Company:

Country: * United States Of America

Zip: *

Address Line 1: *

Address Line 2:

City: *

State: * Texas

Phone: * - - ext

Email:

Complete all required fields.

Use drop down arrows for options.

If you are applying for a substitute role, you must enter an email address for each reference.

Ok   Cancel

Click "Ok"

HRSYST 012715

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	✎
Contact Origin	
Personal Information	
Extracurricular Activities	
Additional Languages	
Certifications	
Licenses	
Education History	
Work Experience	✓
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

References

References

Sort | Clear   Sorted by: (default)

Name	Type
Jane Doe	Principal

record count: 1 of 1

Add   Edit   Delete

Click "Add" to enter next reference

Continue   Back

Click "Continue"

Applicant Submission

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	✎
Contact Origin	
Personal Information	
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Additional Languages	
Certifications	
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Education History	
Work Experience	✓
References	
Moral Turpitude	
Additional Questions	
Attachments	
Submit Application	
Sign Out	
Print	

Moral Turpitude Questions

Moral Turpitude Questions

Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society, or society in general, and which is contrary to the accepted rule of right and duty between persons, including but not limited to, theft, attempted theft, murder, rape, swindling, and indecency with a minor.

Have you ever been convicted of a felony or any offense involving moral turpitude?   *   ⚪ Yes ⚪ No

Have you ever been convicted of a felony or any offense involving moral turpitude and received probation or * deferred adjudication?   ⚪ Yes ⚪ No

Have you ever resigned or been discharged from any position, including the armed forces, while under * suspicion of having engaged in criminal, immoral, or unprofessional conduct, or are you now under investigation for any such charge?   ⚪ Yes ⚪ No

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of offense, and the relationship between the offense and the position for which you are applying.

Save and Continue   **Back**

Click "Save and Continue"

Applicant Submission

Additional Questions

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	✎
Contact Origin	
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Licenses	
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Additional Questions

Have you ever failed to have a contract renewed with a school system? ✱   ◯ Yes ◯ No

Have you ever been dismissed from employment with a school system? ✱   ◯ Yes ◯ No

Please list your preferred grade level(s). ✱
Characters remaining: 500   (500 max)

Describe previous job duties related to the position for which you are applying. ✱
Characters remaining: 500   (500 max)

Would you be willing to sponsor any extra-curricular or campus organizations? ✱   ◯ Yes ◯ No

Have you ever attended a job fair? If yes, please provide location and date. ✱   ◯ Yes ◯ No

If you are applying for a teacher position, discuss your Philosophy of Education. ✱
Characters remaining: 500   (500 max)

How will you apply your Philosophy of Education in performing the duties and responsibilities of the position for which you are applying? ✱
Characters remaining: 500   (500 max)

What effect do you hope your Philosophy of Education will have on students as we prepare them to live and work in a world that is highly technical and largely diverse? ✱
Characters remaining: 500   (500 max)

> **This page is timed.**
>
> **Complete all required fields.**
>
> **Any error message will display at the top of the page.**
>
> **Click "Save and Continue" at the bottom of the page when complete.**

Applicant Submission | **Attachments**

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	✎
Contact Origin	
Personal Information	
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Certifications	
Licenses	
Education History	
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References	
Moral Turpitude	
Additional Questions	
Attachments	✓
Submit Application	
Sign Out	
Print	

Attachments

Sort | Clear   Sorted by: (default)

Name	File Type	Date Uploaded	Attachment Type

record count: 0 of 0

Add   **View Attachment**   **Delete**

Continue   **Back**

Click "Add" to attach a letter of interest and/or resume.

Click "Continue"

This page is optional and is not required to submit application.

TEAMS APPLICATION INSTRUCTION MANUAL

Applicant Submission

Submit

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
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Contact Origin	
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Education History	
Work Experience	✓
References	
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Additional Questions	
Attachments	✓
Submit Application	
Sign Out	
Print	

Agreement

You have reached the end of the application process. If you have completed all required information you can submit this application at this time. If you do not submit your application, remember that incomplete applications will only be saved for 72 hours.

AGREEMENT:

I hereby certify that the information entered for this application, to the best of my knowledge, is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for the disqualification of my application or termination of my employment. Furthermore, I understand that this application and associated records become the property of Plano Independent School District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of Plano Independent School District, should I be hired. I also authorize Plano Independent School District to conduct inquiries to determine my acceptability for employment including, but not limited to: work history, personal references, criminal history, certification(s), license(s), and/or qualifications.

Please indicate your acknowledgement of the above statements:

◯ **I AGREE**

◯ **I DO NOT AGREE**, and therefore wish to discontinue the application process.

Please be advised that if the applicant does not agree to the above statements, this application will be deleted.

Please read Agreement and select "I Agree" or I Do Not Agree"

Submit

Click "Submit"

TEAMS APPLICATION INSTRUCTION MANUAL

Please Note

Applicant Submission

Submit

Home	✓
My Profile	✓
Login Information	✓
Former Names	✓
Contact Information	✓
Criminal History	✓
Jobs	✓
Application	✓
Contact Origin	✓
Personal Information	✓
Additional Languages	✓
Licenses	✓
Education History	✓
Work Experience	✓
References	✓
Moral Turpitude	✓
Additional Questions	✓
Attachments	✓
Submit Application	✓
Sign Out	
Print	

Application Submitted

Dear W W,

-

PLEASE READ CAREFULLY AND ENTIRELY

We would like to take this opportunity to thank you for submitting your application with Plano Independent School District. Your interest in becoming part of our district's team is greatly appreciated.

Your application has been received and will be placed in the applicant pool according to the area(s) you requested. You may be considered and called only if your skills or qualifications match the requirements of the available position(s).

Submitting additional documents is NOT required as part of your application.

Documents are only to be submitted upon request by Plano ISD.

If you need assistance, please contact the Human Resources department at (469)752-8135.

Thank you for your interest,

The Plano Independent School District
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-

Click "Print" if you want to print application

Exit	Return to Job Selection

Click "Exit"