

1. Is there a way to print off a copy of the application?

No, everything is done electronically.

2. Can I apply at the Millard Public Schools District office?

Not at this time, but if you need access to a computer, please go to your local public library with your library card. To apply for a library card, show the librarian your driver's license with current address. If it does not reflect your current address, then bring in a recent bill that shows your name and current address. They will issue you a library card instantly. Ask them about their procedures for using the computers.

3. Before I start the online application process, what information is needed?

You will need your U.S. Social Security number to register into our Job Application Center. A four-digit number will be assigned to you (this will be your "user name") and you will create your own password. This will allow you to login and revisit the site often.

4. What information is needed on the application?

When you fill out the application, you will need the following information: educational background, experience working with young people, employment record (business name, address, phone, position held, name of supervisor, dates employed, rate of pay and reason for leaving). You will need to enter reference information with phone numbers. Be specific and fill out all information. Incomplete applications will not be accepted.

5. Can I start the application process and finish it later?

Yes. Before you finish a page, be sure to "save" your application. Then the next time you log into our Job Application Center, you will have access to your application to finish it.

6. Do I need to apply for each position?

You will apply for one position at a time. The first one takes approximately 15 minutes to complete. You will be asked for your employment history, education history, and professional references. Once it is completed and saved, the information is automatically carried forward to the next position, if you wish to apply for more than one position. You submit lengthy information just once.

7. Once I turn in my application, what happens next?

Once a week, a screening representative reviews the applications. He/she will contact the applicants they are interested in meeting for an interview.

If you received an interview, but not the job offer, the interviewer will inform you that the position has been filled and will place your application back in the application pool.

8. How long will you keep my application on file?

Applications are kept on file for one year.