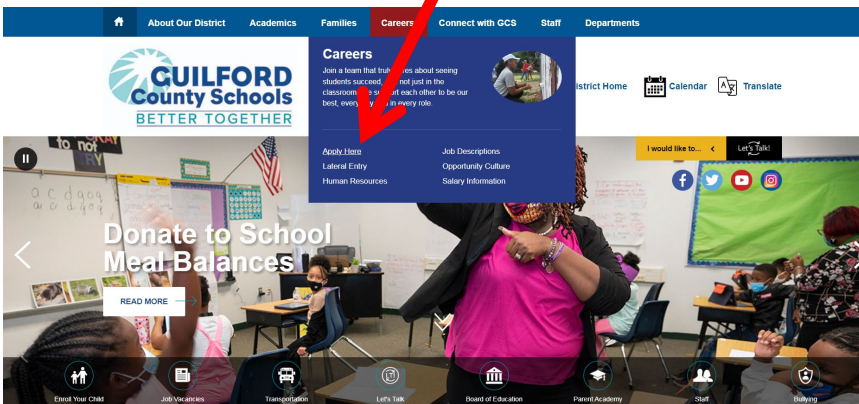


Directions for Completing a Transfer Application

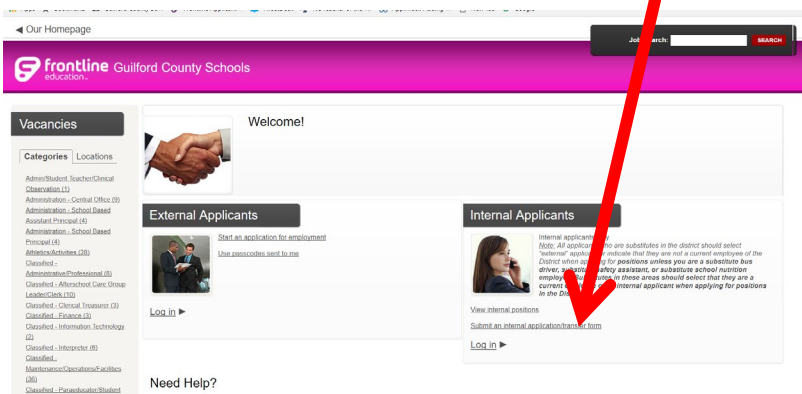
- Go to the GCS website : www.gcsnc.com
- Click on the **CAREERS** tab



- Click on the **APPLY HERE** link



- Click **SUBMIT AN INTERNAL APPLICATION/TRANSFER FORM**



- Click **START** if you have never created an application in the AppliTrack/Frontline system.
- Click **LOGIN** if you have previously created an application in the AppliTrack/Frontline system.

Guilford County Schools - Employment Application

Welcome, New Internal Applicant!

Please start your application with Guilford County Schools.

Please carefully review the following information regarding our online application process.

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.
- The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 25 days later.
- Your application will be considered "in process" until you complete it. **The school district will have the ability to view it, even if you do not complete it.**
- All fields marked with the red asterisks are required.

Activities for you:

START
begin the process

LOGIN
to existing account

IMPORT
from another account

- Complete the **PERSONAL INFORMATION** section and
- Click **NEXT PAGE** at the bottom of the screen

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Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Extracurricular
7. Transfer Information
8. Confirmation

Please enter all required information.

Fields indicated by a red asterisk (*) are required.

Name: (Title) (First) (Middle) (Last) (Suffix)

Other: (Title) (First) (Middle) (Last) (Suffix)

The following information is needed for you to continue your application at a later date.

- Your email address will be used to communicate with you. (Be sure to use your full Internet email address)
- Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue the application process at any step. You can return to complete application up to 25 days later by clicking "Continue/modify my application for employee" and then entering your email address and password.
- If you do not have an email address, click here to sign up for a free account with [webbox mail](#).

Email Address: **Confirm Email:**

Applicant Tracking | Save as Draft | Finish and Submit | Prev Page | Next Page

- Verify your **CURRENT EMPLOYMENT STATUS** (select YES, I am currently an employee of Guilford County Schools)
- Click **NEXT PAGE** at the bottom of the screen

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Please enter all required information.

Are you currently an employee of Guilford County Schools?

☐ No, I am not currently an employee of Guilford County Schools

☐ Yes, I am currently an employee of Guilford County Schools

This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Guilford County Schools.

Applicant Tracking | Save as Draft | Finish and Submit | Prev Page | Next Page

- Enter in your **POSTAL ADDRESS**
- Click **NEXT PAGE** at the bottom of the screen

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8. Confirmation

Please list your mailing address.

Fields indicated by a red asterisk (*) are required.

Permanent Address

Number & Street: 1712 N. Eugene Street

Apt. Number:

City: Greensboro

State/Province: NC

Zip/Postal Code: 27401

Country: United States of America

Daytime Phone: 336 3708348

Home/Cell Phone:

Present Address

Number & Street:

Apt. Number:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number:

Until when:

Applicant Tracking | Save as Draft | Finish and Submit | Prev Page | Next Page

- On the **Vacancy Desired** page, type **'Transfer'** in **Title Contains** box and click **Search**.

- Job ID 36737** will appear as a vacancy. Place a **checkmark** to the left of the vacancy.
- Once you place a **checkmark** in the box, a drop-down box will appear asking you to indicate how many years of experience you have in similar positions. **Please indicate the appropriate number of years of experience as an educator (it does not have to be exact).**
- Click **OK** in the grey **Action Required** box

- Click on **NEXT PAGE** at the bottom of the screen.

If you started an application previously and selected a "Vacancy Desired," in order to bypass the other required sections of the application, you will need to DESELECT any Vacancy Desired.

- SKIP the next section, **POSITION DESIRED** by clicking **until you get to page 6, Extracurricular.**

- DO NOT SELECT ANY OTHER **POSITION DESIRED** or you will be directed to complete additional sections of the Application which are not required for the transfer.

OPTIONAL: Complete the **EXTRACURRICULAR ACTIVITIES** you may be interested in directing, coaching or advising, if any.

- Click **NEXT PAGE** at the bottom of the screen to scroll through all activities listed. Click **NEXT PAGE** until you get to step 7, **Transfer Information**.

- Complete the **TRANSFER INFORMATION**. You may select up to 5 locations to which you are interested in transferring. Any school, Any elementary, Any middle and Any high school are also options. You may also indicate up to 3 position preferences.
- Click **NEXT PAGE** at the bottom of the screen.

- Confirm that you are ready to submit your transfer application by selecting **SUBMIT APPLICATION** button in the middle of the screen. A pop-up window appears asking you if you “Are sure you want to submit your application?”
- Click **OK**.

- A confirmation appears showing that your application is **FINISHED** and was successfully submitted.

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Navigation:

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8. Confirmation

Finished!

✔

Your Application was submitted to Guilford County Schools. You will receive an automated confirmation email momentarily. Be sure to read it as it may contain further requirements regarding your candidacy.

Note: The email is sent from mailbot@appltrack.com. Depending on your email settings, you may need to add it to your "Unwanted Sender" list or it may be delivered to your junk mail folder.

[Show/Hide Email Text](#)

[Print this page for later reference.](#)

[Print your completed Application](#)

Close And Log Off

Applicant Tracking

Save as Draft

Finish and Submit

Prev Page

Next Page

Please note: If you click a vacancy or position OTHER than the Licensed Transfer Pool position, you will be asked to complete the application requirements for the vacancies/positions you selected. If you need help or have any questions, please do not hesitate to call us at (336) 378-8806.