APPLYING FOR EMPLOYMENT WITH MOUNT VERNON SCHOOLS

USING THE ONLINE APPLICATION SYSTEM
Mount Vernon Schools launched a NEW online application system for both Certificated AND Classified positions.

Applicants are encouraged to complete a profile NOW to have their application materials ready to apply for specific positions or to be a substitute in our district.
Follow the links on our website to:
https://mountvernonjobs.myschooldata.net/

New Applicants/Substitutes: Start by selecting “Register”.

Current MVSD employees, select “Update Application”: use your HRMplus Prof Dev login and password. If you haven’t used HRMplus Prof Dev, enter your district email address; the Password is MVSD2016. You will then be prompted to create a new password (8 characters).
Complete this screen with:

1. Your email address
2. Your First Name (Legal)
3. Your Last Name (Legal)
4. Password. (Must be at least 8 characters long. Can use numbers and symbols.)
5. Confirm Password
6. Click “REGISTER”
Complete each page per the instructions on the page. Click the green arrow at the bottom to continue to the next page. You will complete:

* Personal Information
* Contact Information
* Disclosure
* Interests
* Preferences
* Confidential Info

When finished with “Confidential Info”, click the green arrow to move forward. You will have finished “My Profile” and will now be in “My Checklist”.
* Click on each item in “My Checklist” and follow the instructions to complete that activity.
* As you complete a required item the image will change from a red “X” to a green “✓”.
* Your status shows at the bottom. Complete all items to ensure your status changes to “Complete”.

**MY CHECKLIST**

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### My Checklist

**Using My Checklist**

**CLICK EACH ACTIVITY TO COMPLETE THAT CHECKLIST ITEM.**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Uploads</td>
<td>⌂</td>
<td>2/14/2018</td>
</tr>
<tr>
<td>My Education</td>
<td>⌂</td>
<td>2/13/2018</td>
</tr>
<tr>
<td>My Certificates</td>
<td>⌂</td>
<td>2/13/2018</td>
</tr>
<tr>
<td>My Tests</td>
<td></td>
<td>2/13/2018</td>
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<tr>
<td>My Languages</td>
<td></td>
<td>2/13/2018</td>
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<tr>
<td>My Experience</td>
<td>⌂</td>
<td>2/13/2018</td>
</tr>
<tr>
<td>My References</td>
<td>⌂</td>
<td>2/14/2018</td>
</tr>
<tr>
<td>Electronic Signature</td>
<td>⌂</td>
<td>2/13/2018</td>
</tr>
<tr>
<td>My Jobs</td>
<td></td>
<td>2/13/2018</td>
</tr>
</tbody>
</table>

You may click the **Application Summary** button below to preview and print a report displaying information you have added to your application record. If the report does not appear, check for a pop-up blocker and allow pop-ups from this site.

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Your Current Status is: **Incomplete**

**Application Summary**
“MY UPLOADS”

Some positions may require you to upload documents to your application. The application system can accept most common file types. It will convert and store your documents in PDF format in “My Profile”. To avoid issues with file size, original transcripts can be scanned in black and white resolution and uploaded to “My Profile”.
* Click on “Job Openings” to view open jobs.
* Click the pdf icon to view the job posting with a link to the job description. Review this information carefully to ensure you are qualified for the position before applying for the job.
* Click the “APPLY” button to apply for a job.
* You must apply for specific substitute positions if you are interested in substitute employment.
* Once you apply for jobs, you can check the status of the jobs you applied for in “My Checklist/My Jobs”.
You can use the "Contact Us" or "FAQ" menus in the system or contact us directly at:

jobs@mvsd320.org
360-428-6110

Thank you for your interest in employment with Mount Vernon School District.