

## AppliTrack Instructions for Applicants:

Go to [www.applitrack.com/nwoesc/onlineapp](http://www.applitrack.com/nwoesc/onlineapp) or on the NwOESC website ([www.nwoesc.org](http://www.nwoesc.org)) 21<sup>st</sup> Century -> 21<sup>st</sup> Century Employment -> click on the AppliTrack link.

- Choose which position you are applying for and hit the *Apply* button. If you want to apply for more than one, that will be an option later on.
- A new window should pop up, click *Start* on the right hand side of the page. This will begin the application process.
  - When creating your individual application account, you can use your personal or work email. The log-in you create here will be used every year you apply for a position in the program, so remember which email address you are using.
  - On the Vacancy Desired page, if you are applying for more than one position, please check the box beside each position you are planning to work in. (ex. Teacher and Program Assistant)
  - On the Supplemental Materials page, please upload any supplemental materials (ODE license, college transcripts, BCI/FBI Background Check) you have. If you believe we already have them in your file here at the ESC, you can skip this page.
- After completing all the pages, click *Submit Application*. AppliTrack will inform you of any missing information, but as long as everything is complete the application is sent to your site coordinator for approval. At this point, you are also able to print off the application for your own records.
- Non-Guilty Form- Please complete this paper form and give to your site coordinator. This form can be found on our website under the same section as the AppliTrack link.

Applicants should not be working until they have complete an application and been board approved by the NwOESC. Once approved they will receive an assignment email (previously a letter) stating position/rate/dates they have been approved for and their VeriTime log-in.