



HOW TO APPLY FOR AN IN-DISTRICT TRANSFER:

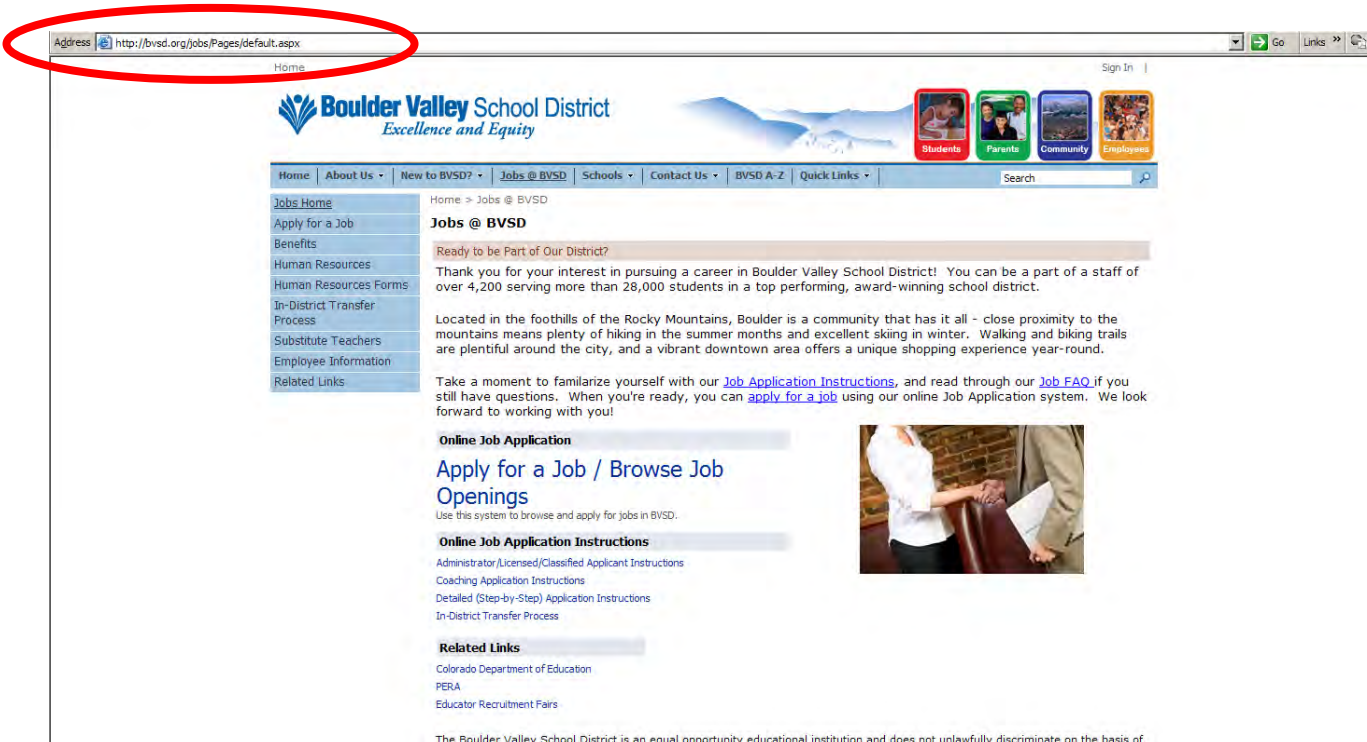
To be considered for a position, transfer candidates need to apply online at <http://bvsd.org/jobs>. Candidates apply to a specific posting by clicking on the box to the left of an opening on the BVSD Employment page. On the Contact Information page, include your BVSD employee number and select that you are a current BVSD employee. Transfer applicants either attach a resume and cover letter to the online application or complete the sections for education, experience, licenses (if applicable), and the interviews. It is in the transfer applicant's best interest to provide complete information.

Transfer process:

- Apply to a specific posting
- Include BVSD employee number
- Select you are a current BVSD employee
- Attach a resume and cover letter OR complete the education, experience, licenses (if applicable), and interview sections of the application

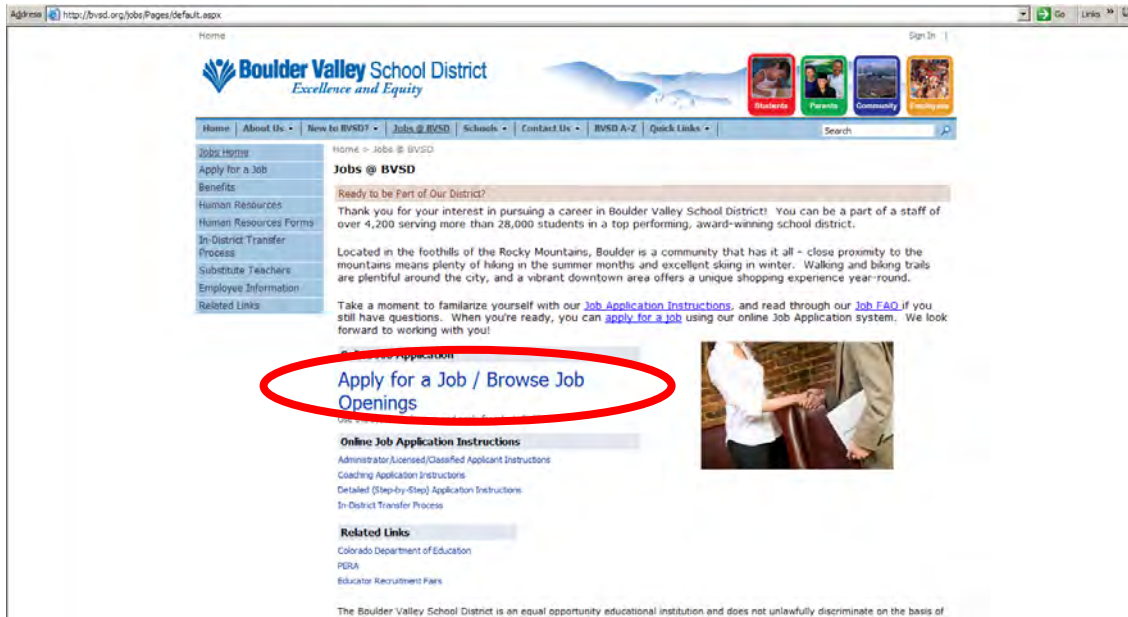
STEP-BY-STEP INSTRUCTIONS:

- Go to bvsd.org/jobs. The following webpage will appear:



The screenshot shows a web browser window with the address bar circled in red, containing the URL <http://bvsd.org/jobs/Pages/default.aspx>. The page header features the Boulder Valley School District logo and navigation links for Home, About Us, New to BVSD?, Jobs @ BVSD, Schools, Contact Us, BVSD A-Z, and Quick Links. A search bar is also present. The main content area is titled "Jobs @ BVSD" and includes a "Ready to be Part of Our District?" section with a welcome message and a link to "Apply for a Job / Browse Job Openings". Below this, there are sections for "Online Job Application Instructions" and "Related Links". A sidebar on the left contains a "Jobs Home" menu with links to "Apply for a Job", "Benefits", "Human Resources", "Human Resources Forms", "In-District Transfer Process", "Substitute Teachers", "Employee Information", and "Related Links".

- Click on the "Apply for a Job/Browse Job Openings" link



- On the Career Center screen, please click on the "First Time Users" button if you wish to browse openings without applying and/or if you are a new applicant.
- If you are a returning user (you have filled out an online application with BVSD in the past) please enter your username and password. You created your username and password when you first filled out the online application. If you cannot remember your username or password, please do not fill out another application. Call Human Resources at 720.561.5031 and we will temporarily reset your password.



Welcome To The BVSD Career Center

Browse Openings:

You do not need a user name or password to browse our openings. Click the button below to browse our openings and/or create a user ID and password.

[First Time Users!](#)

Returning Applicants:

If you already have a user name and a password, login now to review or update your information.

User Name

Password

[Login](#)

[Did you forget your user name or password?](#)

- You may use as many or as few of the search conditions that will help you find the best job openings in the easiest possible way. You must select at least one search field in order to see any job openings. You may return to this page and change your conditions at any time. As to not limit your search, you may want to select a category (i.e. licensed) and then hit the "continue" button. The system will then show you all licensed positions in the district. You can also search by job title. To see a list of all job openings containing the word "Account", enter the text "account" or "Account" in the box next to "Job Title Containing The Text:". This allows you to see jobs like "Senior Accountant", "Accounts Payable Manager", and "Account Manager".

- The BVSD Employment page displays a list of job openings that match the conditions you entered on the previous page. You may return to the previous page to modify your search criteria at any time by clicking "back". Click on a job title link to view the job details. Click in a checkbox to the left of the job title to apply for that job. Click on the checkmark to remove it (indicating that you no longer wish to apply for that job). You may select more than one. Click "continue" to proceed to the next page. If your search conditions did not result in any job openings, the next page will provide you the opportunity to select more general job types for future openings. This means you can select the type of job that interests you rather than a specific job opening name.

Apply	Job Title	Location	Work Status
<input type="checkbox"/>	ESL TEACHER-CREEKSIDE ELEMENTARY HR:11018 ESL TEACHER - CREEKSIDE ELEMENTARY .40 FTE - LIMITED TERM CONTRACT DEADLINE: December 17,...	School	Part Time
<input type="checkbox"/>	SCHOOL SOCIAL WORKER - SPECIAL EDUCATION SCHOOL SOCIAL WORKER - SPECIAL EDUCATION LIMITED TERM CONTRACT - 0.675 FTE DEADLINE:...	School	Part Time
<input type="checkbox"/>	SPEECH/LANG PATHOLOGIST - SPECIAL ED HR:10467 SPEECH/LANGUAGE PATHOLOGIST - .70 FTE SPECIAL EDUCATION DEADLINE: Open until filled	Ed Center	Part Time
<input type="checkbox"/>	SUBSTITUTE TEACHER 2008-2009 SUBSTITUTE TEACHER	All Locations	Seasonal

- If you choose to apply to a position, you will then proceed into the online application. The first page is the Consent Agreement form:

The screenshot shows the Boulder Valley School District website with the 'Consent Agreement' page. The header includes the district logo and navigation links: Job Search | Contact | Preferences | Experience | Education | Certification | Interview. The main heading is 'Consent Agreement'. Below it, there is a note: 'Read the following agreement written in both English and Spanish. Click 'I agree' or 'I disagree.''. The agreement text is provided in both English and Spanish. At the bottom, there are two buttons: '<< I disagree' and 'I agree >>'. A footer note states: 'You can print this information by selecting 'File' then 'Print' from your browser. If you wish to proceed to the online application, you MUST agree by clicking the 'I agree' button.'

- The Contact Information page allows you to provide us with information necessary to contact you. Questions followed by an asterisk require an answer, and you cannot proceed to the next page until all required information is entered. This is where you will create a username and password for your online application with BVSD. This will allow you to login at a later date and update your application. Work Eligibility tells us about your work status for the United States. Registration Expiration tells us how long you want your employment profile to be available to us for hiring purposes. During that time, you may be considered for jobs you select on the Job Selection page. If you entered an e-mail address, we will notify you when your registration is about to expire. Your registration is extended each time you log in to your employment profile. We are interested in knowing how you learned about the job(s) we have listed, so we ask you to provide a referral type. Some referral types may also require a referral name. Select the referral type that best fits your situation.
- It is important that you enter your BVSD employee number on this page and indicate you are a current BVSD employee. This information is critical in helping Human Resources identify you as a transfer.

The screenshot shows the Boulder Valley School District website with the 'Contact Information' page. The header includes the district logo and navigation links: Job Search | Contact | Preferences | Experience | Education | Certification | Interview | Help. The main heading is 'Contact Information'. Below it, there are four buttons: '<< Back', 'Save and Quit', 'Apply/Update', and 'Continue >>'. The form instructions state: 'Please enter your personal data below. You must complete at least one of the following: Email Address, Mailing Address or Telephone. Click 'continue' to go to the next page. Click the 'HELP' link at the top of this page for more information.' There is a note: '* = Required Field'. A 'Change Your Password' button is visible. The 'Your Name' section includes fields for Title (Ms., Mr...), First*, Middle, and Last*. The 'BVSD Employee Number (***) Required For Internal Transfers (***)' field is circled in red. The 'Mailing Address' section includes a checkbox for 'I Have No Mailing Address', a dropdown for 'Type' (Home), and fields for Street Address, Line 1, Line 2, City, and Country.

- The below page asks for your preferences, education, certification, and experience. You may leave the minimum salary field empty if you select "negotiable". If you enter a salary amount, be sure to use numbers only (no dollar signs or commas). Check as many of the boxes as you would like to indicate your preferences and expertise. Accurate and complete information helps us to better match you to the right job.
- It is important that you attach a resume and cover letter at the bottom of this page unless you plan to complete all other sections of the application.

Boulder Valley School District
Excellence and Equity

Job Search | Contact | Preferences | Experience | Education | Certification | Interview | Help

Please Enter Your Preferences, Education/Certifications, And Experience.

<<Back Save and Quit Apply/Update Continue>>

Please check the appropriate boxes to provide us with more information regarding your other preferences and qualifications. Click 'Continue' to proceed to the next page. Click the 'HELP' link at the top of this page for more information.

* = Required Field

Salary
Most Recent Salary
(Not Required) US Dollar Per Year

Are You Authorized To Work In The U.S.? Yes No

Type Of Work
What type of work are you available for?*

Seasonal
 Summer School
 Full Time
 Full Time Or Part Time
 Part Time
 As Needed-Substitute
 Temporary

Work Schedule
What work schedule(s) do you prefer?*

- The Experience page asks for your work experience by employer. Enter the information for one employer; then click "Add or Update". The work experience you entered will appear on the left under the List of Employers box. Add as many employers as you wish, and in any order you wish (it does not matter which employer you list first). If you enter a company name, you must provide the company's city and state and your job title at that company. "Experiences Related to Your Job Preference" lists work experiences that are associated with your job selection. For full school year assignments, please select the same month as the "from" date (for example, if you started in August and completed the school year, select August as the "through" date). For each experience, enter the number of years of experience you had with this employer. You may enter parts of a year by using a decimal point (3.5 means three years and six months). You may update this information at any time by logging in to your employment profile using the user ID and password you have created. To review and/or update information about your work with an employer, click on the Employer name in the List of Employers box. If you make changes to the information, click "Add or Update" to save your changes.

Boulder Valley School District
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Job Search | Contact | Preferences | Experience | Education | Certification | Interview | Help

Your Professional Experiences By Employer

<<Back Save and Quit Apply/Update Continue>>

Please enter your work experience by employer. Be sure to include any past or current work experience with BVSD. Click the 'Add or Update' button when you have finished entering the information for an employer. To change employer information already entered, click on the employer name in the list and click the 'Add or Update' button. Click the 'HELP' link at the top of this page for more information.

* = Required Field

List Of Employers
Select from the list to update information
(Add a work experience)

Delete Selected Item

Employer

Company Name*
Street Address, Line 1
Line 2
City*
State*
Country*
ZIP

Employment Dates

From (Month)* (Year)
Through (Month). For Full School Year Assignments, Please Select The Same Month As The 'From' Date Above (For Example, If You Started In August And Completed The School Year, Select August As The 'through' Date).* (Year)

Supervisor/Contact
First Name

- The Education page asks for your education experience by school or institution. Enter information in the appropriate fields and make selections from the drop down lists. We have provided a text box in which you may enter any details you want us to know about your education. Click "Add or Update" when all information is complete. You may update this information at any time by logging in to your employment profile using the user ID and password you have created. To review and/or update information about your education, click on the Institution name in the List of Institutions box. If you make changes to the information, click "Add or Update" to save your changes.

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Job Search | Contact | Preferences | Experience | Education | Certification | Interviews | Help

Where Did You Study?

<<Back Save and Quit Apply/Update Continue>>

Please enter your educational experience by institution. Click the 'Add or Update' button to add the displayed institution to the list. After you have entered all the required information you may click 'Continue' or the 'Certification' tab to proceed. Click on the name in the list to review or change the information you already entered and select the 'Add or Update' button again. Click the 'HELP' link at the top of this page for more information.

* = Required Field

List Of Institutions

Select from the list to update information

(Add an institution)

[Delete Selected Items](#)

To delete, select an item from the list of institutions and click on the above link. You may remove only one at a time.

Institution

Name*

State*

Country*

I Studied*

Degree*

GPA

Did You Graduate?* Yes No Future Date (Please Estimate The Date)

Month

Year

Area Of Specialization

Please describe your area of specialization or other education details. Please do not exceed 1000 characters.

- The Certification/Licenses page asks for your certifications and/or licenses. Enter information in the appropriate fields and make selections from the drop down lists. We have provided a text box in which you may enter any details you want us to know about your licenses or certifications. Click "Add or Update" when all information is complete. You may update this information at any time by logging in to your employment profile using the user ID and password you have created. To review and/or update information about a certificate or license, click on the License or Certificate name in the List of Certifications box. If you make changes to the information, click "Add or Update" to save your changes.

Boulder Valley School District
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Job Search | Contact | Preferences | Experience | Education | Certification | Interviews | Help

Your Certifications Or Licenses

<<Back Save and Quit Apply/Update Continue>>

Please enter your certifications or licenses. Click 'Add or Update' button when you have finished entering the information. Click on the name in the list to review or change your information and click the 'Add or Update' button again when finished. Click the 'HELP' link at the top of this page for more information.

If you are applying for a licensed position, you must hold or be able to obtain a Colorado teaching license prior to the start of the school year.

* = Required Field

List Of Certifications

Select from the list to update information

(Add a certification)

[Delete Selected Items](#)

To delete, select an item from the list of certifications and click on the above link. You may only remove one at a time.

License Or Certification

Title*

Number (If Available)

Valid

From (Month) (Year)

Through (Month) (Year)

This License Or Certification Was Issued From

Granted By (Licensing Board)

Additional Information

Please describe any additional information about this License or Certification. Please do not exceed 1000 characters.

- The Interview section helps the hiring administrator learn more facts about your work history and experiences and the way you might respond in work-related situations. Click the "Take Interview" button next to the interview name to begin. You may stop at any time by clicking "stop interview". When you return to the interview, it will begin with the question where you left off. As you answer the interview questions, you cannot go back and change your answers once you submit a page or exit the application. If an interview is required, you must answer all of the questions before you can proceed to another application section. If you exit the application before you answer all of the interview questions, you will return to the place you left off each time you log in to your employment profile until the interview is complete. If you need to reset your answers, please call Human Resources at 720.561.5031.
- The interview page allows you to view a summary of your application.
- The interview page will list any additional documents needed. **These documents are optional for transfers**

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Job Search | Contact | Preferences | Experience | Education | Certification | Interview | Help

Please Complete The Online Interviews Listed

<<back Save and Quit Apply/Update

Please click on a button below to start the online interviews. Be sure to review each answer before proceeding to the next question. Select the "Help" link above for further assistance.

Interviews To Be Taken

⊗ Non-Licensed Job Questions

take interview >>

Interviews Completed

EEO - Completed at 05/04/2007 10:50 AM CDT
General - Completed at 05/04/2007 10:51 AM CDT

Review Consent

You may review the consent statement you agreed to before entering your information by clicking the link below.

View Consent Agreement

Your Application Summary

You may review your personal online application by clicking the link below

View My Application

Conclusion

ADMINISTRATOR APPLICANTS: If you were unable to attach the following documents to your online application, please send in a copy. Our office will scan and attach the documents to your online application.
Three Letters of Recommendation;
Current Colorado Administrator License.

LICENSED APPLICANTS: If you were unable to attach the following documents to your online application, please send in a copy. Our office will scan and attach the documents to your online application.