

CLASSIFIED JOB APPLICATION PROCESS

CURRENT EMPLOYEES OF THE DISTRICT SHOULD NOT APPLY THROUGH TEACHERS-TEACHERS BUT SHOULD SUBMIT A RESUME AND NOTIFICATION OF INTEREST IN THE POSITION TO THE SCHOOL PRINCIPAL / SUPERVISOR.

1. Applicants new to Weber School District should Register on Teachers-Teachers www.teachers-teachers.com/index.cfm
Once you have completed the application on “teachers-teachers” your information will be stored on their web site and will be available to you to update, edit, and submit for any posted position in Weber School District. The District will no longer store paper applications. You must apply through “teachers-teachers” for each position for which you desire to apply.

2. Fill out each section that is applicable to you and your position. Please be thorough and complete (This includes attaching any appropriate documents and letters of reference). Supervisors will screen each application to determine who they will select for interviews. You will be contacted if you are chosen for an interview.
 - A. Click on “Preference” tab at the top of the page and fill out that section.
 - B. Click on “Application” tab
Letters of recommendation, licenses, additional trainings and other documents may be attached to the appropriate section by clicking on the edit button in the section, scrolling down to the browse box and clicking on it, finding your letter that is in PDF format on your computer and double clicking on it. This will put it into the browse section. You should then click the save button.) Follow the same steps when adding each document.

3. Applying for a position:
 - A. All Jobs will be posted on the WSD Web page www.weber.k12.ut.us (choose the links: Employment Opportunities, see current classified openings) and on www.teachers-teachers.com.
 - B. Click on the opening you are interested in and then at the bottom of the posting, login or register on teachers-teachers.
 - C. Click on the “Job Postings” Tab
 - D. Find the job you would like to apply for and click on the NAME of the job (**DO NOT put a check mark in the little box to the left**) the job posting will open. Scroll down to the bottom of the page and click “Send Application”
 - E. Another page will open up. You need to answer all the questions and then click “Send Application” again.
 - F. Your application has now been sent to Weber School District for review.
 - G. You need to go through this same process of applying for each position you are interested in.

APPLICANTS WHO ARE NOT CURRENT WSD EMPLOYEES SHOULD NOT CALL THE SCHOOL TO NOTIFY THEM OF THEIR INTEREST IN THE POSTION. APPLICATIONS WILL BE AVAILABLE ONLINE TO THE PRINCIPAL / SUPERVIOSR WHEN IT IS COMPLETE AND HAS BEEN APPROVED BY THE HUMAN RESOURCES DIRECTOR. YOUR APPLICATION WILL NOT BE CONSIDERED UNTIL IT IS COMPLETE! IF YOU ARE SELECTED FOR AN INTERVIEW, THE PRINCIPAL / SUPERVIOSR WILL CALL YOU TO SCHEDULE AN APPOINTMENT.