


Applying for Jobs with Sharyland ISD


The following instructions explain how to apply for jobs using Sharyland ISD’s Fast Track job applicant system online. The Sharyland ISD website has a link to current job postings.

SHARYLAND ISD JOB APPLICATION SYSTEM



Search Current Job Openings

[Click to view current job openings](#)



Existing Applicants Please Log In

To access your previous applications, log in with your username and password.

Username:

Password:

[Forgot your username/password?](#)

Viewing Job Postings & Details

The list of job postings will display:

| Apply ▲ | Category | Position Description | Assignment Description | Location | Department | Application Deadline | Group | Job Type | Grade |
|--------------------------|-----------------|----------------------|------------------------|-----------------------|-----------------|----------------------|-----------------------|-----------|-------|
| <input type="checkbox"/> | Child Nutrition | Child Nutrition | Cashier | FOOD SVC/CENTR. CAFT. | Child Nutrition | When Filled | CASHIER - CHILD NUTRI | MAN TRDE | |
| <input type="checkbox"/> | Clerical | Receptionist | RECEPTIONIST | SHARYLAND HIGH SCHOOL | HIGH SCHOOL | When Filled | RECEPTIONIST, HS/JH | CLER/SECF | |
| <input type="checkbox"/> | Teacher | TEACHER | Bilingual | BL GRAY JUNIOR HIGH | | When Filled | Teacher - Junior High | | |
| <input type="checkbox"/> | Teacher | TEACHER | Bilingual | BL GRAY JUNIOR HIGH | | When Filled | Teacher - Junior High | | |

Check the box on the far left for any job you are interested in, and then click View Details of Highlighted Position (button on the right):

The job details page will open. On this page you can review the salary information, the job description, and other details. If you meet the position requirements, click on the **Apply for Position** button.

Applying for a Position : Logging In

After you check “Apply for Position” on a job details page, the **Log In** screen will appear.

Existing Users Please Log In

Username:

Password:

Log In

[Forgot your username/password?](#)

New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

* Your First Name:

* Your Last Name:

* Your Username:

* Your Password:

* Re-Enter Password:

* Your SSN:

* Re-Enter SSN:

Create Profile

Back

New Users:

If you have never before applied online using the Fast Track system, **check the box** that says “**I Would Like to Create A Profile**” and then fill out the required fields and click **Create Profile**.

Existing Users:

If you have applied for a position with Georgetown ISD using the Fast Track system before, **you MUST use the same username and password** you created originally to start your new application. Fill out this information in the top section and then click Log In.

Forgot your username or password? If you have forgotten your user name and password, click on the link that says [Forgot your username/password?](#) and then enter the email address you used when you applied and click Send Account Info. Your application information will be emailed to you.

Existing Users Please Log In

Username:

Password:

Log In

[Forgot your username/password?](#)

Applying for a Position: Starting an Application

After you have logged in or created your profile, you will see the job application page. The number of sections you are required to complete will vary depending on the job type, but you will see a listing page that shows each section you need to fill out. **Each section will be marked Incomplete in red to begin with. Click on the Add button for the first incomplete section to begin entering required information.**

Application Dashboard - 05.14.10.00.07 - Windows Internet Explorer
https://skytrain.sharylandisd.org/scripts/wsisa.dll/WService=wsSkyTrn/rappjoblst460.w

Application Dashboard

Job Listing

Listing ID: 140912001 Location: BL GRAY JUNIOR HIGH Type: Full Time
Position: TEACHER Dept: Deadline: Until Filled
Assignment: Bilingual Group: Teacher - Junior High Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 10 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

[Submit to HR](#)
[Cancel Application](#)
[Return to Profile](#)

| | | |
|--------------------------|------------|----------------------|
| Contact Information | Incomplete | Add |
| Conditions of Employment | Incomplete | Add |
| Education History | Incomplete | Add |
| Certifications/Licenses | Incomplete | Add |
| Employment History | Incomplete | Add |
| Skills Questionnaire | Incomplete | Add |
| General Questions | Incomplete | Add |
| References | Incomplete | Edit |
| Attachments | Incomplete | Edit |
| Comments | Optional | Add |

We reserve the right to modify the details of a position posting at any time.

Internet | Protected Mode: Off 100%

Applying for a Position: Completing & Saving a Section of the Application

When you are working on a section of the application, you will see any required fields listed with an asterisk beside them (*). **Complete all required fields, then check the box at the top of the screen that says you have completed the section to the best of your ability.** Then click the Save button.

Contact Information - 05.14.10.00.07 - Windows Internet Explorer
https://skytrain.sharylandisd.org/scripts/wsisa.dll/WService=wsSkyTrn/rappjoblst453.w?isPopup=true

Contact Information

I Have Completed This Contact Information To The Best Of My Abilities:

Name and Contact Information

* First Name: MICKEY Middle: * Last Name: MOUSE

* Street Address: International Address
Address Line 2: P.O. Box:

* Postal Code: * City: * State: * Country: USA

* Primary Phone: Ext:
Alternate Phone: Ext:

Confidential Information

* Social Security Number:

* Re-Enter Social Security Number:

Drivers License Number: DL State:

* Date Of Birth: Gender:

Federal Race:

- American Indian/Alaskan Native
- Asian
- Black/African American
- Hawaiian/Pacific Islander
- White

Marital Status:

Are You An Employee of the District: YES NO

Veteran Status:

- ACTIVE
- AIR FORCE
- DISABLED
- DESERT STORM 1
- ACTIVE RESERVE
- RETIRED
- VIETNAM

Save and Close
Save and Next
Close

Done Internet | Protected Mode: Off 100%

If you do not have data for a section such as employment history, education history, or certifications, you can leave the entire section blank but you still must check the box at the top of the screen that says you have completed that section to the best of your abilities, then click Save, before that section can be completed.

Employment History - 05.14.10.00.07 - Windows Internet Explorer
https://skytrain.sharylandisd.org/scripts/wsisa.dll/WService=wsSkyTrn/rappljoblst467.w?isPopup=true

Employment History

Applicant Information

Username: Email:
First Name: Middle: Last Name:

I Have Completed This Employment History To The Best Of My Abilities:

Employment History

Records will be resorted by Starting Date after saving.
Enter the Starting/Ending Dates as accurately as possible.

1

Company: Starting Date: Ending Date:
Address: Starting Salary: Ending Salary:
City/State/Zip: Contact Name:
Contact Phone: Ext:
Position Title: Contact Email:
Responsibilities:
Currently Employed: Yes No OK To Contact This Employer: Yes No
Reason For Leaving:

2

Company: Starting Date: Ending Date:
Address: Starting Salary: Ending Salary:
City/State/Zip: Contact Name:
Contact Phone: Ext:
Position Title: Contact Email:
Responsibilities:
Currently Employed: Yes No OK To Contact This Employer: Yes No

Done Internet | Protected Mode: Off 100%

You will be returned to the main application page after you save a section. **The section you just finished will be marked "Complete" instead of "Incomplete"**. You can return to a section by clicking Edit, or move on to the next Incomplete section and **click Add to update the information in that section.**

Application Dashboard - 05.14.10.00.07 - Windows Internet Explorer
https://skytrain.sharylandisd.org/scripts/wsisa.dll/WService=wsSkyTrn/rapp/joblst460.w

Application Dashboard

Job Listing

Listing ID: 140912001 Location: BL GRAY JUNIOR HIGH Type: Full Time
Position: TEACHER Dept: Deadline: Until Filled
Assignment: Bilingual Group: Teacher - Junior High Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 10 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

| | | |
|--------------------------|------------|----------------------|
| Contact Information | Completed | Edit |
| Conditions of Employment | Incomplete | Add |
| Education History | Incomplete | Add |
| Certifications/Licenses | Incomplete | Add |
| Employment History | Completed | Edit |
| Skills Questionnaire | Incomplete | Add |
| General Questions | Incomplete | Add |
| References | Incomplete | Edit |
| Attachments | Incomplete | Edit |
| Comments | Optional | Add |

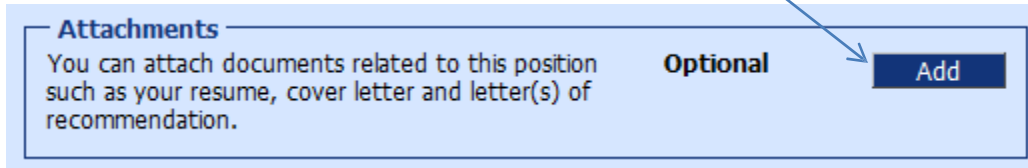
We reserve the right to modify the details of a position posting at any time.

[Submit to HR](#)
[Cancel Application](#)
[Return to Profile](#)

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Applying for a Position: Attaching a Resume & Cover Letter

If you have a resume & cover letter, those items can be attached to your online application in the Attachments section of the application. **Click the Add button** in the Attachments section to upload them.



The attachments window will open. If you have previously uploaded a resume or cover letter, that will be listed here. **If you have never uploaded a resume or cover letter, the File column will say "Not Entered"**. Click the **Update** link to upload a resume or cover letter:

Attachments - 05.14.10.00.07 - Windows Internet Explorer

https://skytrain.sharylandisd.org/scripts/wsisa.dll/WService=wsSkyTrn/rappljoblst479.w?isPopup=true

Attachments

Attachments

Below are the Attachments for this job listing. Changes will apply to all open applications that use the same attachment type.

All required attachments have been uploaded:

| Attachment Type | File | Last Updated |
|--|--------------------|--------------|
| Update: Resume * | <i>Not Entered</i> | |
| Update: Letter of Intent | <i>Not Entered</i> | |
| Update: SBEC Certification | <i>Not Entered</i> | |
| Update: Transcripts * | <i>Not Entered</i> | |
| Update: ACP HQ Letter (if applicable) | <i>Not Entered</i> | |
| Update: Reference Letters | <i>Not Entered</i> | |
| Update: Last 2 Years Signed Evaluations | <i>Not Entered</i> | |

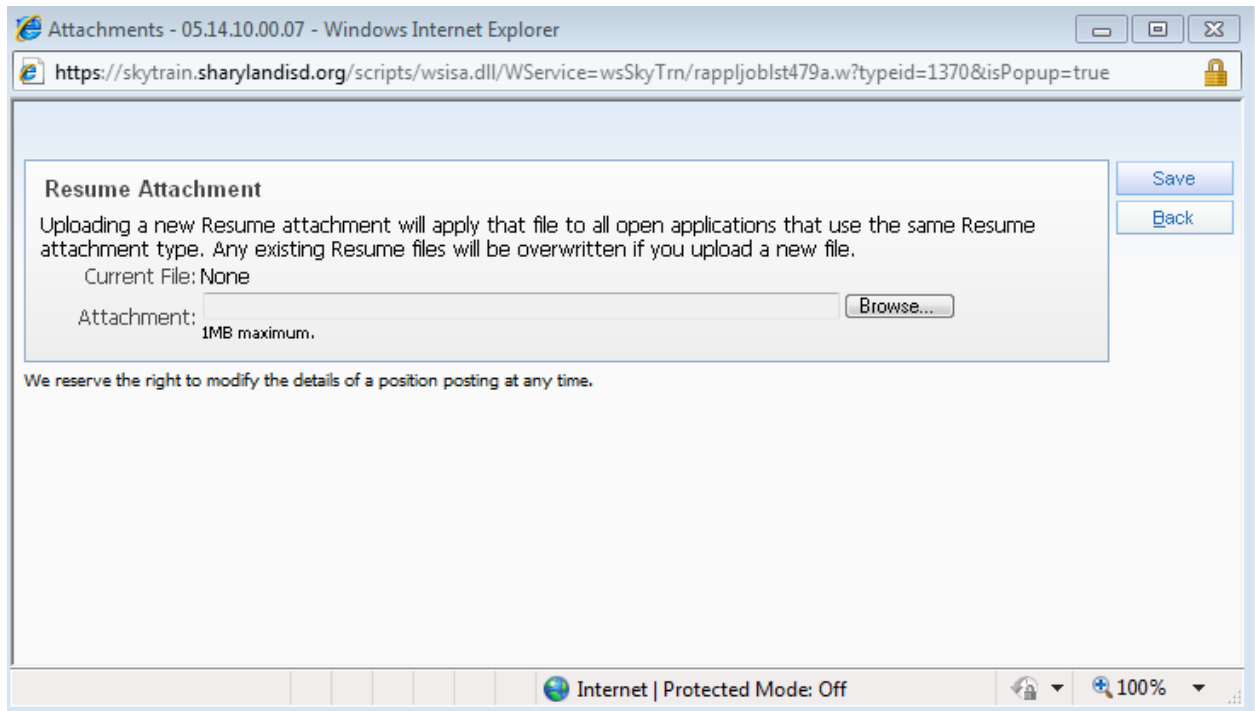
Asterisk (*) denotes a required attachment.

We reserve the right to modify the details of a position posting at any time.

Next Section
Previous Section
Close

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The attachment window will open. This window will allow you to **click the Browse button to find a file on your computer to upload**. The file types allowed are : Word or text documents, PDF files, and Excel spreadsheets. After you have selected the file, you can click the **Save button**.



You will be returned to the Attachments window, where you can repeat the steps to upload a cover letter, or just click Back if you are done updating this section.

Applying for a Position: Submitting Your Application to HR

You can only submit your application to HR once you have completed all required sections of the application. The "Submit to HR" button will appear grayed out and cannot be used until the application is completed as required. **Once all required sections have been updated from Incomplete to Completed, the Submit to HR button can be used.** Click this button to submit your application to HR.

Application Dashboard

| | | | |
|--|-------------------------------|-----------------------------|----------------------|
| Job Listing | | | |
| Listing ID: 150113001 | Location: BL GRAY JUNIOR HIGH | Type: Full Time | |
| Position: TEACHER | Dept: | Deadline: Until Filled | |
| Assignment: Bilingual | Group: Teacher - Junior High | Appl. Status: Not Submitted | |
| View Details Of This Job Listing | | | |
| This position has 9 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to "Completed". When no sections are marked "Incomplete", you may submit your application to Human Resources with the button at the right. | | | |
| Contact Information | Completed | <input type="checkbox"/> | Edit |
| Conditions of Employment | Completed | <input type="checkbox"/> | Edit |
| Education History | Completed | <input type="checkbox"/> | Edit |
| Certifications/Licenses | Completed | <input type="checkbox"/> | Edit |
| Employment History | Completed | <input type="checkbox"/> | Edit |
| Skills Questionnaire | Completed | <input type="checkbox"/> | Edit |
| General Questions | Completed | <input type="checkbox"/> | Edit |
| Attachments | Completed | <input type="checkbox"/> | Edit |
| Comments | Optional | <input type="checkbox"/> | Add |

[Submit to HR](#)
[Cancel Application](#)
[Return to Profile](#)

We reserve the right to modify the details of a position posting at any time.

Once you click the Submit to HR button, you will be sent to the **Applicant Profile page**. You will see the application listed here and can click the **Edit button** if you need to return to it to update any section. You can also update an section inidivdually by clicking on the Update links on this page. **Please note that once your application moves to the processing stage, it can no longer be edited.**

If you wish to apply for additional jobs, click on **the View Posted Positions** button here and you can apply for an additional posted position. Note that application sections that are the same for other positions do not have to be completed again.

FastTrack - Windows Internet Explorer

https://skytrain.sharylandisd.org/scripts/wsisa.dll/WService=wsSkyTrn/rapp1mnu03.r

Profile Data for JOHN DOE

| Profile Section | Status | Last Updated |
|--|-----------|--------------|
| Update Email Address and Username/Password | Completed | 02/02/2015 |
| Update Name and Contact Information | Completed | 02/02/2015 |
| Update Conditions of Employment | Completed | 02/02/2015 |
| Update Education History | Completed | 02/02/2015 |
| Update Certifications/Licenses | Completed | 02/02/2015 |
| Update Employment History | Completed | 02/02/2015 |
| Update Skills Questionnaire | Completed | 02/02/2015 |
| Update General Questions | Completed | 02/02/2015 |
| Update Attachments | Completed | 02/02/2015 |
| Update Comments | Optional | |

Your Account

1 New Messages

[View Messages](#)

[Log Out](#)

[View Posted Positions](#)

Your Applications

Open (1) Processing (0) Closed (0)

Open Applications:

| Position | Assignment | Location | New Msg | Status | Deadline | Position ID |
|------------------------------|------------|---------------------|---------|-----------|--------------|-------------|
| Edit TEACHER | Bilingual | BL GRAY JUNIOR HIGH | 1 | Submitted | Until Filled | 150113001 |

1 records displayed

We reserve the right to modify the details of a position posting at any time.

Applying for a Position: Email Notifications

You will receive the following email notification once you have successfully applied for a position. You will be contacted directly by the hiring manager if you are selected for an interview.

Applicant Messages - 05.14.10.00.07 - Windows Internet Explorer

https://skytrain.sharylandisd.org/scripts/wsisa.dll/WService=wsSkyTrn/rappljoblst474.w?isPopup=true

Applicant Messages

[Return to Profile](#)

Messages for JOHN DOE

Message Inbox (1) | New Messages Only (1) | Deleted Messages (0) | All Messages (1) | Sent Messages (0)

Message Inbox

| | | Date Rcvd | Time Rcvd | Date Read | Time Read | From | Message Subject | Position |
|----------------------|------------------------|------------|-----------|-----------|-----------|---------------------|------------------------|-----------|
| View | Delete | 02/02/2015 | 10:12 am | | | hr@sharylandisd.org | Thank you for applying | 150113001 |

1 records displayed

We reserve the right to modify the details of a position posting at any time.

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