



# Washoe County School District Online Application Instructions

Washoe County School District is now accepting applications online, and this is the only way to apply for employment with the District. You may complete your application from any computer with internet access. Please contact Human Resources at [jobs@washoe.k12.nv.us](mailto:jobs@washoe.k12.nv.us) or call 775-348-0321 if you have any questions about the online application system.

All you need to get started is an email address. If you do not already have an email address, you may sign up for a free address at [www.yahoo.com](http://www.yahoo.com).

## **Step 1: Create an Account**

1. Open your web browser  
**Note:** Web browsers other than Internet Explorer and Netscape are not supported by the online application system, and are not recommended for use.
2. Type [www.washoe.k12.nv.us/employment](http://www.washoe.k12.nv.us/employment) in the address bar of your browser, and press enter.
3. Click on **Applicant Login**
4. Select **New Applicant** or **Current Employee**  
**Note to Current Employees:** The system will only let you create an account under Current Employee for the type of employee that you currently are. For example, if you are a current classified employee and you want to apply for other classified openings. If you want to apply for a position in another category than what you currently are, you must select New Applicant. For example, if you are a current certified teacher and you want to apply for an administrative position. If the system is unable to find your record in the current employee records under the type of application you have chosen, it will not allow you to set up a transfer application. If this happens to you in error, please contact Human Resources for assistance.
5. Click on **Create New Account**
6. Read the information at the top of the page to decide which type of application you wish to complete, and scroll down to begin entering your information. Required fields are marked with a red asterisk (\*). If you leave any of these fields blank, the system will not allow you to save the page. You must choose a username and password. Be sure to write them down because you will need them to get back into your application to make changes or apply for additional jobs.
7. Click on **Save and Next**
8. Once you have set up an account, you will be advanced to the **Success** screen. Click on the **Login** button to move forward to the **Disclaimer** screen. You must click on **Accept** in order to complete or update your application. If you decline the honesty disclaimer, you will not be allowed to enter the system.

## **Step 2: Complete Your Application**

1. You should now be at the **Welcome to the Online Application System for Washoe County School District** screen. Please read the important information on this screen.
2. Click on **Application** in the menu on the left hand side of your screen to begin your application.
3. Read the instructions on each page and enter the requested information. Move to the next page by clicking on **Next** or **Save and Next**.
4. You may exit your application at any time and return to complete it at your convenience. Your username and password will enable you to log back into your application to finish any incomplete sections, or to update any of the information that may have changed. Applications must be complete in order to be considered.
5. To exit your application, click on **Logout** in the menu on left hand side of the screen. If your application is not complete, the online system will tell you what items are unfinished, and the system will also send you an email with the same list of unfinished items. If your application is complete, the system will send you an email thanking you for your application.

## **Step 3: Apply for Open Positions**

1. While you are logged into your application, click on **All Jobs** in the menu on the left hand side of the screen. You will see all of the open jobs for the type of application that you completed.
2. Click on **View/Apply** next to a job. You will see a description of the job.
3. Click on **Apply for this job** to apply  
**Note:** The system will not allow you to apply for open positions if your application is not complete, and you will receive an error message. Click on the Logout button in the menu on the left hand side of the screen to find out what items are not complete. Then click on Continue Editing Application to go back into your application to finish it.
4. Repeat steps 2 and 3 to apply for as many positions as you wish.
5. Be sure to check the **All Jobs** link often to apply for jobs as they come open.
6. To review the list of jobs you have applied for, click on **Applied Jobs** in the menu on the left hand side of the screen.
7. You may withdraw your interest in a position until it closes. To do so, click the **View/Apply** button next to the job. Click on **Withdraw interest for this job**.