



Application Reference Guide

Internal (Current Employee) Applicants

This document takes you through the PeopleSoft Applicant Tracking System basic process of applying for job openings at Portland Public Schools.



Application Reference Guide

Internal (Current PPS Employee) Applicants

This document takes you through the PeopleSoft Applicant Tracking System basic process of applying for job openings at Portland Public Schools.

- After you have read this reference guide and are ready to apply for positions, you can begin the application process by logging into PPS Careers Portal at internalcareers.pps.net; you will find a step by step guide below.
- In order to complete an online application, you will need the following information:
 - Verify Personal information including address and contact phone numbers on Employee Self Service/Personal Information.
 - Education history including attendance dates, school locations and G.P.A. information.
 - Employment history including work dates, duties, addresses, contact names and phone numbers.
 - Professional references including contact information.
 - Licensure and certification details (if applicable)
 - PPS Email
 - You must have a working e-mail address to apply for positions. You will be notified via email when your application is received as well as when a job opening to which you have applied for has been closed.

Helpful Tips:

1. To log into the Internal Careers Site you will need to log into Oracle PeopleSoft using your PPS username and password. If you don't know what this is, you can contact the IT Service Desk for assistance.
2. Do **NOT** use the BACK button in your browser. You will lose the data you have entered. Use the "Return to Previous Page" or "Return to Application" button.
3. The system will time-out after 20 minutes of inactivity. If this happens and you have not saved for later, your information will be lost. To ensure this doesn't happen, periodically click on the "save for later" button in the application.
4. Be sure your application is complete prior to submitting it to a job posting. Submitted applications cannot be edited.
5. To view a listing of Frequently Asked Questions, visit the Human Resources Employment Opportunities page and click on the 'Online Application FAQ & Resources' button.
6. When completing the online application, you have the ability to attach a resume and other files that are relevant to the position for which you are applying.
7. When searching for jobs on the Careers Home page, you may use the Job Filters section or Search option to search by location, department, keyword, or by selecting a different Job Function. To view all job listings, leave all categories blank and click on the "Search" button.
8. If you see a job opening you wish to apply for, select the posting title and click on "Apply". To apply for more than 1 job at a time, select the jobs you will to apply to and click on "Apply for Selected Jobs"
9. All jobs will contain a set of required questions. Please answer all questions truthfully and accurately. . These questions are related to job function. Questions will be retained on future job applications, but you may see new news questions that will need to be answered depending on the job you are applying too. These questions may differ from year to year. You will have the opportunity to review and change any answers prior to sending the

application for PPS review; once the application has been submitted, you will no longer be able to change your answers.

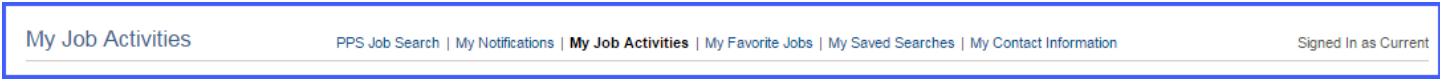
Employment Online Application Process



The following table lists the features available through Candidate Gateway.
INTERNAL APPLICANT

• <u>Search for job openings.</u>
• <u>Save search criteria and job agents.</u>
• <u>Save job openings.</u>
• <u>Apply for job openings.</u>
• <u>Submit applications.</u>
• <u>View notifications.</u>
• <u>View latest job postings.</u>
• <u>Refer a friend.</u>
• <u>Review interview schedules.</u>

On your Careers Home Page you will see the following menu bar across the top of the page.



My Notifications: Communications from Human Resources regarding requests for additional information, interview notifications, and job offers are located here.



My Job Activities: Your applications, resumes, cover letters and other attachments are housed here. If you choose to withdraw your application from a job posting, you would do so from this screen.

My Job Activities

PPS Job Search | My Notifications | **My Job Activities** | My Favorite Jobs | My Saved Searches | My Contact Information

Signed In as Current

Display applications from (All Applications)

Applications	Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Substitute Teacher-Classroom	15776			Submitted	11/03/2016 2:28PM	11/03/2016 2:28PM	Withdraw
Teacher - Intensive Skills - Gr 6-8	15782	Holiday Center		Submitted	11/03/2016 3:15PM	11/03/2016 3:15PM	Withdraw
Teacher-K8 Gr 4	15764	Beach PK-5		Submitted	11/08/2016 9:53AM	11/08/2016 9:53AM	Withdraw
Media Specialist-K8	15724	Arleta K-8		Submitted	11/08/2016 12:03PM	11/08/2016 12:03PM	Withdraw
Athletics Secretary	15796	Benson HS		Submitted	11/17/2016 10:33AM	11/17/2016 10:33AM	Withdraw
Athletics Secretary	15796	Benson HS		Submitted	11/17/2016 10:21AM	11/17/2016 10:21AM	Withdraw

Resumes	Resume	Attached File	Date Created
Employee_Sub_Resume	Resume_TAM.docx	Resume_TAM.docx	11/03/2016 12:39PM
Employee_Resume.pdf	So_So_Resume.pdf	So_So_Resume.pdf	11/08/2016 9:19AM
employee_Resume.pdf	So_So_Resume.pdf	So_So_Resume.pdf	11/08/2016 11:31AM

My Cover Letters and Attachments	Attachment	Job ID	Attachment Title	Attachment Type	Uploaded
Cvr_Ltr_TAM.docx	15776	Employee_Sub_CvrLtr	Cover Letters	11/03/2016 12:38PM	

My Favorite Jobs: On the PPS Job Search page you are able to mark favorite jobs by clicking on the star. All jobs you have marked with a star will show up in My Favorite Jobs section.

41 matches found

Sort By: Posted Date

Search Results

<input type="checkbox"/>	Sr Director-Schools - 15768	Department: PPS-C Programs Location: BSSC Job Function: Management/Professional Staff Posted Date: 10/07/2016	<input type="checkbox"/>
<input type="checkbox"/>	Teacher-K8 Gr 4 - 15784	Department: Beach Location: Beach PK-5 Job Function: Licensed Professional Educator Posted Date: 10/04/2016	<input type="checkbox"/>
<input type="checkbox"/>	Teacher-SPED Gr 6-8 CB-Team - 15783	Department: Special Education (Specialist) Location: Oakley Green 4-8 Job Function: Licensed Professional Educator Posted Date: 10/04/2016	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AVD TOSA - 1.0 FTE - 15745	Department: Office of Teaching & Learning Location: Rice Site Job Function: Licensed Professional Educator Posted Date: 09/29/2016	<input type="checkbox"/>
<input type="checkbox"/>	Bus Driver - 15754	Department: Student Transportation Location: Student Transportation Job Function: Transportation Posted Date: 09/29/2016	<input type="checkbox"/>
<input type="checkbox"/>	Media Specialist-ES - 15725	Department: Richmond Location: Multiple Job Function: Licensed Professional Educator Posted Date: 09/29/2016	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Media Specialist-ES - 15727	Department: Richmond Location: Richmond K-8 Job Function: Licensed Professional Educator Posted Date: 09/29/2016	<input type="checkbox"/>
<input type="checkbox"/>	Media Specialist-K8 - 15724	Department: Arleta Location: Arleta K-8 Job Function: Licensed Professional Educator Posted Date: 09/29/2016	<input type="checkbox"/>
<input type="checkbox"/>	Media Specialist-K8 - 15738	Department: Arleta Location: Arleta K-8 Job Function: Licensed Professional Educator Posted Date: 09/29/2016	<input type="checkbox"/>

My Favorite Jobs

PPS Job Search | My Notifications | My Job Activities | **My Favorite Jobs** | My Saved Searches | My Contact Information

Signed In as Current

Select Job Title to review the job details. You can apply for multiple jobs by checking each job and selecting the Apply for Selected Jobs button.

Favorite Jobs	Job Title	Job ID	Location	Status	Job Family	Posted Date	Saved Date
<input type="checkbox"/>	Teacher-SPED Gr 6-8 CB-Team	15763	Oakley Green 4-8	Open	PAT	10/04/2016	11/03/2016
<input type="checkbox"/>	Media Specialist-K8	15724	Arleta K-8	Open	PAT	09/29/2016	11/08/2016

Apply for Selected Jobs Remove Selected Jobs Refer a Friend

Return to Previous Page PPS Job Search | My Notifications | My Job Activities | **My Favorite Jobs** | My Saved Searches | My Contact Information

My Saved Searches: On the PPS Job Search page you are able to save a search that you will perform multiple times. These saved searches will show up on the My Saved Searches page.

My Saved Searches

PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | **My Saved Searches** | My Contact Information

Signed In as Current

The Search button performs the search and shows your results on the Job Search page.

Saved Searches	Search Name	Created On	Notifications Email	Notification Expires On	Edit	Delete	Search
	HUMAN RESOURCES	11/08/2016	test@gmail.com	No Expiry			Search

Return to Previous Page PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | **My Saved Searches** | My Contact Information

My Contact Information: You can update your name, address, phone number and email here by clicking on the Employee Self Service link in the highlighted section. Changes made to your contact details will be updated on all of the jobs you have applied to.

My Contact Information Signed in as Current

To update your contact information please go to [Employee Self Service](#), Click on [Personal Information](#), then [Personal Details](#) to make your changes.

Preferred Contact Method

Preferred Contact Method

Name

Name Prefix

First Name Current Middle Name

Last Name Employee Name Suffix

Address

Country United States

Address 1 1234 Portland Ave

Address 2

Address 3

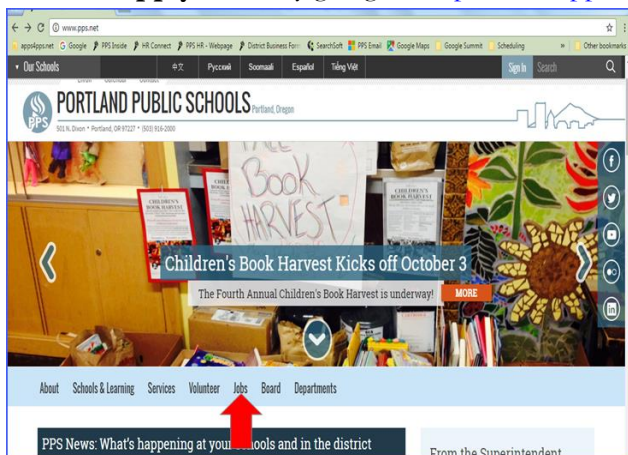
City Portland State Oregon

Postal 97209 County

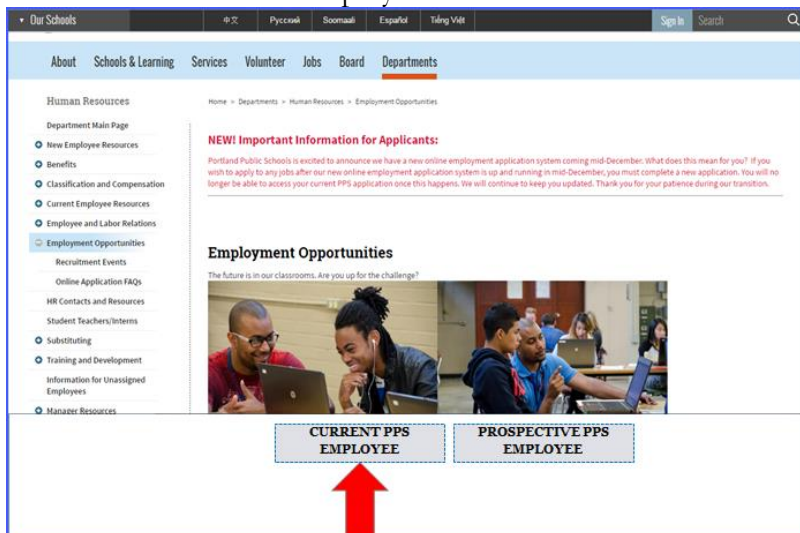
Email Address

Email Address	Primary	Email Type
test@gmail.com	<input checked="" type="checkbox"/>	Business
employeepps@gmail.com	<input type="checkbox"/>	Home

How to Apply: Start by going to, <http://www.pps.net/>; Click on Jobs



Click on “Current PPS Employee”



Login using your PPS User ID and Password; Click “Sign In”

ORACLE
PEOPLESOFT

User ID

Password

Select a Language
 English ▼

Sign In

Enable Accessibility Mode

If, you receive an error message when this screen pops up, please ignore it, and Login using your PPS User ID and Password; Click “Sign In”

You are now logged into the Candidate Portal Careers Home Page

PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | My Saved Searches | My Contact Information | Signed In as Current

Filter by

Keywords Search Tips

Apply Without Selecting a Job ?

46 matches found

Sort By First 1-25 of 46 Last

Search Results

<input type="checkbox"/>	Teacher-Math Lent - 15797 Department: Lent Location: Lent K-8 Job Function: Licensed Professional Educator Posted Date: 11/17/2016	<input type="star"/>
<input type="checkbox"/>	Athletics Secretary - 15796 Department: Benson Location: Benson HS Job Function: Classified Posted Date: 11/16/2016	<input type="star"/>
<input type="checkbox"/>	Media Specialist-K8 - 15791 Department: Arleta Location: Arleta K-8 Job Function: Licensed Professional Educator Posted Date: 11/15/2016	<input type="star"/>
<input type="checkbox"/>	Teacher-HS ESL(Shari test do not use) - 15790 Department: ESL Location: Benson HS Job Function: Licensed Professional Educator Posted Date: 11/15/2016	<input type="star"/>
<input type="checkbox"/>	Teacher Hourly-HS Construction - 15786 Department: Grant Location: Grant HS Job Function: Licensed Professional Educator Posted Date: 11/08/2016	<input type="star"/>
<input type="checkbox"/>	Public Information Officer - 15785 Department: Comm Involvmnt& Public Affairs Location: BESEC Job Function: Management/Professional Staff Posted Date: 11/07/2016	<input type="star"/>
<input type="checkbox"/>	Lincoln HS - HS Spanish Teacher - 1.0 FTE - 15781 Department: Lincoln Location: Lincoln HS Job Function: Licensed Professional Educator Posted Date: 11/03/2016	<input type="star"/>

Once you have logged in, you will be able to manage different facets of applying for a job.

There are multiple ways to apply for jobs in TAM.

1. **Applying to a single job** – once you have found a job you’re interested in, simple click on the job and you will begin the application process.
2. **Selecting multiple jobs** – this is the recommended path when applying to multiple jobs. To apply to multiple jobs, check the checkboxes next to each job and then select at the bottom of the page. Please be aware, if you should choose to withdraw your application from just one of the jobs from a multiple jobs application submission; the system will automatically withdraw you from all jobs connected to the multiple job application. Unfortunately, there is no way to avoid this.

Job Search

Filter by – select an option to narrow down available job openings.

Keywords – the keyword search will find all open jobs that contain the word in the job title or description. Tip – asterisks (*) are used as wild cards. Searching for “*Docu*” will provide all results that contain Docu

Favorite Jobs – clicking on a star will mark that job as a favorite. All favorite jobs are saved in the My Favorite Jobs menu option

PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | My Saved Searches | My Contact Information | Signed In as Current

Filter by

- Recruiting Location
 - BESC (19)
 - Arleta K-8 (3)
 - Alameda K-5 (2)
 - Kelly Center (2)
 - Rice Site (2)
 - More...
- Department
 - Human Resources (9)
 - No Value (7)
 - Arleta (3)
 - Headstart (3)
 - Alameda (2)
 - More...

Keywords: Search Reset Search Save Search More

Apply Without Selecting a Job ?

43 matches found

Sort By: Posted Date

Search Results

First 1-25 of 43 Last

- Substitute Teacher Applicant Pool - 15777
Location: BESC | Job Function: Substitute | Posted Date: 10/31/2018
- Substitute Teacher-Classroom - 15776
Location: BESC | Job Function: Substitute | Posted Date: 10/31/2018
- Assistant Principal-K8 - 15766
Department: Faubion | Location: Faubion PK-8 @ Tubman | Job Function: U
- EA-ES Gr PK - 15774
Department: Headstart | Location: Multiple | Job Function: Classified | Poste

My Application – Steps to Completion

Start Resume Preferences Questionnaire Qualifications Education and Work Experience Accomplishments Referrals References & Education Providers Attachments Self-Identify Review/Submit

Exit Previous Next

Start Resume Questionnaire

Start

In this section you have an opportunity to review Application Terms & Agreements. Please make sure to read through all of the Application Terms & Agreements literature. You must click the checkbox indicating you’ve read the page in full before continuing with the application.

Start Resume F

Resume

TAM offers multiple methods to include your resume and cover letter.

1. Attach a resume from your computer.
2. Copy and paste a resume – you will want to review the resume once it has been pasted as some of the formatting may not be correct.
3. Use a previous resume – if you have previously applied for a job with PPS through TAM, your resume information will be saved. Please make to review your saved resume to ensure it is up-to-date.
4. Cover Letter – you’ll have the option to attach a cover letter from your computer.

Preferences

In this section, you will have the opportunity to indicate your job preferences. This will include when you are available to start work, willingness to travel, workdays, etc.

You will also have the option to indicate desired work locations. To select from a list, click the magnifying glass next to the text box.

10. I would prefer a work location in or around

my first choice
 my second choice

After clicking the magnifying glass, a new search window will appear. Here, you'll be able to browse through the entire list or use the search function at the top. Click on the desired school once it has been found.

Hint: if you know the name of the school you are looking for, enter it in the Description search field and click Look Up.

Look Up my first choice

Recruiting Location =
 Description begins with
 Short Description begins with

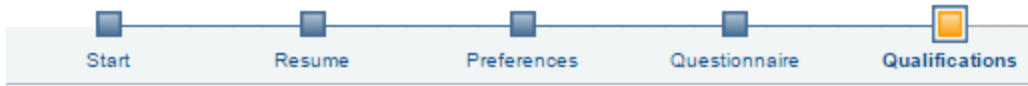
Search Results

View 100 First 1-134 of 134 Last

Recruiting Location	Set ID	Description	Short Description
1	PPS1J BESC	BESC	BESC
2	PPS1J Benson HS	Benson HS	Benson HS
3	PPS1J Jefferson HS Campus	Jeff Camp	Jeff Camp

Questionnaire (This section only becomes visible if you are applying to a specific job)

All jobs will contain a set of required questions. Please answer all questions truthfully and accurately. You will have the opportunity to review and change any answers prior to sending the application for PPS review; once the application has been submitted, you will no longer be able to change your answers.



Qualifications (This section only becomes visible if you are applying to a specific job)

In this section, you will have the opportunity to enter degree and student teaching information. Please click on the magnifying glass to select appropriate information, and work in the top down order.

*Date Acquired [M]

*College Experience [M]

Major [M]

Country [M]

State [M]

School [M]

School Description

Major Description

Minor [M]

Minor Description

Average Grade

GPA

Graduated

Year Acquired

Terminal Degree for Discipline

Educator [M]

* Required Information

Resume Preferences Questionnaire **Qualifications** Education and Work Experience Accomplishments

Exit Save as Draft Previous Next

Qualifications - Step 5 of 11
Applying for: Teacher - Intensive Skills - Gr 6-8

Student Teaching Information
You have not added any student teaching information to your application.

Add Student Teaching Information Exit Save as Draft Previous Next

*Date Acquired [M]

*Student Teaching Information [M]

*Country [M]

State [M]

*College [M]

From Date [M]

To Date [M]

Was this a Title I School?
 Immersion School?

District, School Name, Address [M]

Subject & Grade Level [M]

Supv/Cooperating Tchr Name [M]

Notes [M]

* Required Information

Step 1: Click on Add Student Teaching Information

Step 2: Complete all requested information in top down order by using magnifying glass when available.

Step 3: If you had more than one student teacher experience, click "Save & Add Another" button. Otherwise, click on Save.

Step 4: Click on Next

Education and Work Experience

In this section, you'll be able to indicate your highest level of education by clicking on the highest level of education drop down menu. Select your degree and proceed to work experience. In this section you can add your work experience. Try to be as detailed and accurate when completing the work experience section. You must complete all sections that have asterisks next to them.

In the College Experience section you will notice a magnifying glass on the right side of the completion boxes. Please use the magnifying glass to open the drop down menus and go in order of top down. If you have multiple college experience degrees, please make sure to click on "Save and add another". Once you have completed this section; all education and work experience, Click on Next.

The screenshot shows a web form titled "Education and Work Experience - Step 6 of 12". At the top, it says "Applying for: Tch-K8 Gr 5-8 Span/Span I 6-8". The form is divided into three main sections: "Education History", "Work Experience", and "College Experience/Degree".

- Education History:** Contains a label "Highest Education Level" followed by a dropdown menu currently set to "A-Not Indicated".
- Work Experience:** Contains the text "You have not added any work experience to your application. Please enter experience records beginning with most recent." and an orange button labeled "Add Work Experience".
- College Experience/Degree:** Contains the text "You have not added any college experience/degree to your application." and an orange button labeled "Add College Experience/Degree".

Accomplishments

In this section, you will be able to add licenses/certifications, endorsements, and language skills by clicking on the add buttons. Once again anything that is noted with an Asterisk, you must enter in information. If there is a magnifying glass, please use it to locate the information that you need. If you have more than one license or certification, click on the “Save and Add Another” button, and repeat the process.

Licenses and Certifications Section

*Issue Date: 01/22/2016

*License: [Text Field]

Country: [Text Field]

State: [Text Field]

Renewal Required

Renewal In Progress

License Verified

Expiration Date: [Text Field]

License/Certification Number: [Text Field]

Issued By: [Text Field]

Endorsements Section

*Effective Date: 01/22/2016

*Endorsement Sub: [Text Field]

Endorsement: [Text Field]

Language Skills Section

*Evaluation Date: 01/22/2016

*Language: [Text Field]

Reading Proficiency: [Dropdown]

Speaking Proficiency: [Dropdown]

Writing Proficiency: [Dropdown]

Native Language

Able To Translate

Able To Teach

Referrals

In this section, you will be able to identify how you learned about the job(s) you are applying for. Please be as specific as possible. Use the drop down menu to select referral type, then click on “Next”.

References & Education Providers (HB2062)

There are three types of references to choose from: Personal, Professional, and Education Provider. PPS requires a minimum of three (3) professional or personal references. Select Reference Type: Professional or Personal. Provide information about your references. To enter additional references, click the “Save and Add Another” button and repeat the process.

*Reference Type

*Reference Name

*Title

Employer

*Phone

Email Address

Country

Address 1

Address 2

Address 3

City

State

Postal

County

Education Provider References (HB2062) are only required for applicants that have previously worked for an education provider. If you have not had any prior employment in a K-12 schools or school districts, you may select "Next" to continue with the application. To add an education provider, select Reference Type: Education Provider. If you have held different positions within one Education Provider Organization, please list your last position held and the overall encompassing dates of employment with that employer. Please provide this information for employment with your last (3) educational providers. To enter additional providers, click the “Save and Add Another” button and repeat the process.

Example: If you worked for PPS from 8/16/2013 – 8/16/2016 and held the following positions:

- Education Assistant – 8/16/13 – 8/16/14
- Math Teacher – 8/16/14 – 8/16/15
- Assistant Principal – 8/16/15 – 8/16/16

You would complete the section as noted in the below picture.

*Reference Type

From Date

Through Date

*Last Position Held

*Education Provider Name

*Education Provider Phone

*Education Provider Email

Country

Address 1

Address 2

Address 3

City

State

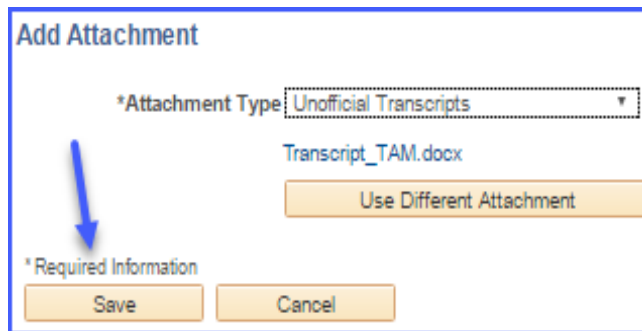
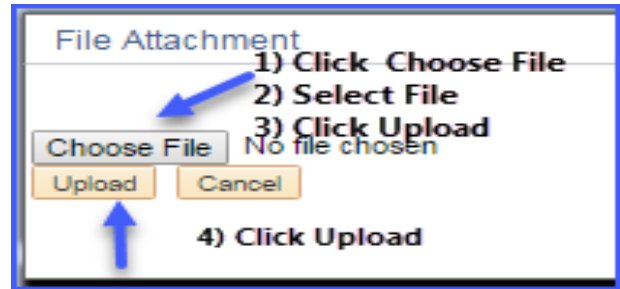
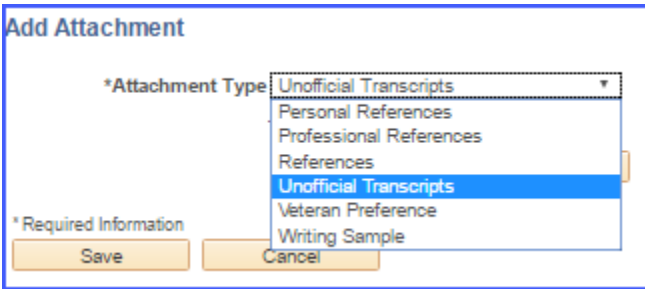
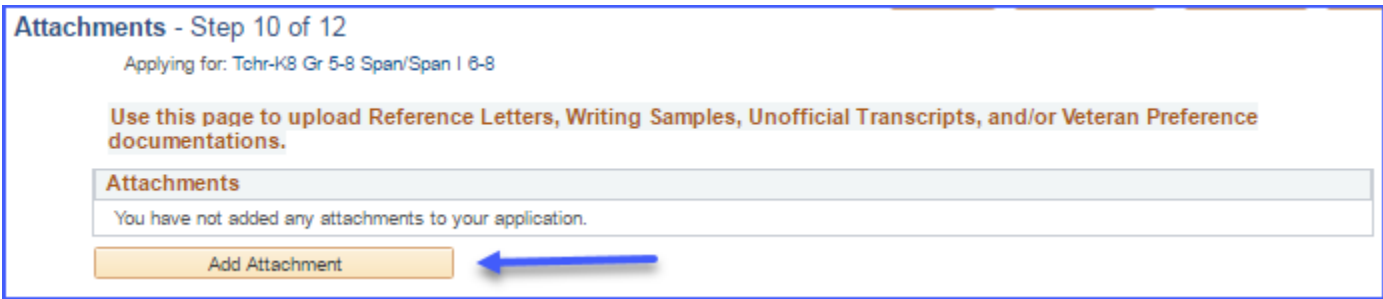
Postal

County

Attachments

In this section, you will be able to include additional documentation. Use this page to upload Reference Letters, Writing Samples, Unofficial Transcripts, and/or Veteran Preference documentations. Click on Add Attachment, Select your attachment type from the drop down menu, Click Upload Attachment, Click Save. If you have additional attachments, repeat the process.

➤ NOTE: All Veterans Preferenace documentation needs to be loaded here.



Self-Identify

In this section, you will indicate if your:

- Veterans preference designation

Self-Identify: Veteran - Step 11 of 12
Applying for: Teacher Gr 8 Math

Definitions
This employee is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (JCVRA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans, (2) recently separated veterans, (3) active duty wartime or campaign badge veterans, and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs;
 - A person who was discharged or released from active duty because of a service-connected disability;
 - A recently separated veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service;
 - An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which an Armed Forces service medal was awarded pursuant to Executive Order 12959;
 - An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12959.

Protected veterans may have additional rights under FEHA, the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have otherwise held with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-800-4-USA-DOL.

Self-Identification
In order to receive Veteran's Preference, the STEP following documentation MUST be attached electronically to this application under the Attachments section or using the Attachments option on your user profile page under My Job Activities.
For a Veteran, provide a Copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215), OR A letter from the US Department of Veterans Affairs showing receipt of a non-service connected pension to their application.
For a disabled veteran, provide a Copy of Certificate of Release or Discharge from Active Duty (DD Form 214 or 215), OR A letter from the US Department of Veterans Affairs showing receipt of a non-service connected pension to their application, AND A copy of your veteran's disability letter from the Department of Veterans Affairs, unless that information is included in the DD Form 214 or 215.

Identify as one or more of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below:

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran

Reasonable Accommodations Notice
If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.
Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.
The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by

- Gender and Ethnicity/Race

- This is voluntary information. At the bottom of the page you have an option to decline to provide your Diversity details.

Self-Identify: Diversity - Step 11 of 12
Applying for: Teacher Gr 8 Math

You are invited to provide the information requested regarding diversity.

Diversity
Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender
Gender:

Ethnicity and Race Identification

1. Are you Hispanic or Latino? Explain

- Yes, I am Hispanic or Latino.
- No, I am not Hispanic or Latino.

2. What is your race? Select one or more. Explain

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

I decline to provide my Diversity details

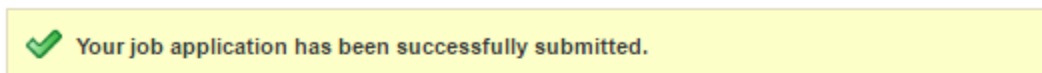
Please Note: Gender / Ethnicity / Race section is voluntary information. You may choose to decline by marking the box at the bottom of the screen.

Review/Submit

The last step in the process is to Review and Submit. In this section, you have the opportunity to review your application and make any last minute changes. If you wish to edit any information, click on the pencil icon. The specified section will open, make your edits, save your edits, click “Ok”. You have the ability to go to the top menu bar and click on the “Review and Submit” section. Do your final review and click on “Submit Application”.

- NOTE: once you click Submit Application, you will no longer be able to make edits.
- NOTE: Application confirmation will appear after your submission.

Application Confirmation



You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Teacher-K3 Gr 4	15764	Beach PK-8	10/04/2016	10/06/2016

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)

[View Submitted Application](#)

Thank you for taking the time to learn about our online application process. We hope you found this reference guide helpful. You are now ready to apply for a job at Portland Public Schools District. We are excited to review your application submission, Good Luck!