



Subject: Central Valley School District – Online Application System Upgrade

We are pleased to announce that we are upgrading our online application system. Since you are an applicant in our current system, we are sending you this information and below instructions regarding the new system. Please review this information carefully as the upgraded system will go live on **December 19, 2015** and will require that you take some action in order to continue to be an active applicant with **Central Valley School District**.

If you wish to remain an active applicant (including current substitutes who want to apply for permanent positions) with our system, please complete these three (3) steps:

1. **Register** in the new system:

On our web site click on the **“Employment” tab**, then click on **ONLINE APPLICATION SYSTEM**/or you may copy and paste this url into your browser: <https://cvsdjobs.hrmlplus.net>

Once there click the **Register** button to get started. You will add your email address, your name, create a password (at least 8 characters) and click the Register button.

2. **My Profile** is the next step:

You will complete six (6) screens to provide your personal information, address and phone, complete a set of disclosure/background questions, indicate your application interest types, preference types and optionally provide additional personal information. The last step of this process confirms you have completed My Profile. You will click the My Checklist button to continue.

NOTE: In the upper right side of each screen is a help icon.  Click on it for full instructions for the screen you are on.

3. **My Checklist:**

This screen presents a set of activities that you will complete (e.g. My Education, My Experience, My References). **We no longer will have access to any of the information which you previously submitted in our online application system. All pertinent documents including references MUST be resubmitted.** What you are required to complete depends on the type of applicant you are (e.g. Classroom Teacher, Certificated Specialist, Classified, Administrator or Coach). Complete each item. As you do a green check will appear on that item to indicate it is complete. When all items are completed your application status will change to complete.

Within My Checklist you will also be able to go to Open Jobs and view current job openings. In this menu you may also click the APPLY button to apply for the open jobs. Jobs you have applied for will be listed in My Checklist, My Jobs.

The system will email you as you complete your registration, as your status is updated, when references are returned, when you apply for a job and when jobs are filled.

We appreciate your interest in employment with **Central Valley School District!**

If you need assistance with this activity, please email hrjobs@cvsd.org or contact our office at (509)228-5400.

Thank you!