

2017-2018

Managing Your Online Application

Polk County Schools, Florida



- 1. Registration.** (You must use Chrome as your browser to complete the online application with Polk County Schools.)
Our online Application Registration System (ARS) will only let you create one account. If you receive the message “**Your social security number is already in use**”, this message means that you have previously began an application and need to use the email address that was originally associated with your social security number to Log-in.
- 2. Application Password.** The District does **not** have access to the password that you created when you registered. If you have *forgotten your password*, you must click the **Forgot My Password** button on the Log-in page. You will be asked security-related questions. You will receive the email message, “**Password reset request from Polk County Public Schools**” and a link with instructions to process your password request.
- 3. Email Account Change.** We strongly encourage you to register an email address that you plan to use for *at least* one full calendar year. However, in the event you must change your registered email address, you must **submit the email address change request directly to qualitycounts@polk-fl.net**.
***Provide the original email address and the updated email address that you plan to use for the next *12 months*.
- 4. Self-Disclosure.** If you have **self disclosed information** on your application pertaining to your criminal history, it is **your responsibility** to follow up with the *Employee Relations Department* regarding your status. You may reach this office by calling **863-534-0786**.
- 5. Hiring Requirements.** View the details of each position of interest. If you are applying for an instructional position, you must hold or be deemed eligible to hold a **certificate** in the specific *subject area* for which you are applying. Your certification information must be **up-to-date** (i.e., valid certificate) and **reflected** on your online application. (See *Steps to Becoming a Teacher* document for additional hiring requirements for K-6, PreK-3, and Social Science applicants.)
- 6. Application Maintenance.** Be sure to include accurate **and** up-to-date information on your application. List contact numbers and email addresses that are **valid**. Verify the names and numbers of references *prior to* listing them on an application. (Most employers are required to complete a reference on your last or current employer.)

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7. **Making Changes to Your Application.** You may modify/update your application *as often* as you desire. However, to ensure that your changes are saved, return to the **“Your Application Status”** screen and resubmit it (see screen shot below).
- The system will inform you of the date and time of the last changes made to your online application. You will NOT see the changes immediately.
 - Changes to your application are reflected **within 24 hours**.

Screenshot: This is an example of an **instructional** applicant’s online *Application Status Screen*.

The screenshot shows the 'Your Application Status' page. On the left is a sidebar with 'Application Sections:' and a list of sections, each with a green checkmark: Application Status, Personal Information, Contact Information, Application Type, Education History, Employment History, Work Performance, References, Criminal History, Applicant Survey, Professional Qualifications, Certification, Instructional Qualifications, Professional Sanctions, Subject Area Exams, Subject Area Interest, and Student Teaching. The main content area has a title 'Your Application Status' and three informational boxes. The first box says 'To begin editing your application data, select a button on the menu on the left side of your screen.' The second box, 'Application Submit Status', states 'You last submitted your application data to the School Board of Polk County on Tuesday, April 14, 2015 at 4:11 PM. You have made no changes to your application since that time.' The third box, 'Application Visibility Status', states 'Your application is active. This means that your application is currently visible to the School Board of Polk County. In order to inactivate your application, click [here](#).' A black arrow points to the 'Application Visibility Status' box.

Once you secure employment, we encourage you to hide your online application, after you have received your official Polk email account. Inactivating your application will prevent hiring administrators from contacting you regarding employment.

(You can return to your application and make it visible again whenever you choose.)

Follow these steps to Inactivate your application:

- a. Select the *Application Status* tab
- b. Go to the *Application Visibility Status* box (shown above).
- c. Follow the instructions to **“Inactivate Your Application”**.

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment. To file concerns, you may contact the Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0781. If you require any type of accommodation to complete application process due to a disability, please call the Human Resource Services Division at (863) 534-0781. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.

July 13, 2017