

To apply for employment, start at www.graniteschools.org



1. Click on **FIND EMPLOYMENT** in the top blue bar.
2. Click on **Apply for Employment or Manage Application**
3. Look for a job posting in the **Vacancies** section on the left side of the screen. When you find a vacancy you want, click on the red **Apply** button.
4. **Start** an application as an **External Applicant**.

Find Employment


Apply for Employment or Manage Application

Vacancies

Categories Locations

- Administration (1)
- Computer & Network (1)
- Custodial & Maintenance (28)
- District Coordinator or Specialist (1)
- Elementary School Teaching (33)
- Nutrition Services (1)
- Paraeducators & Instructional Assistants (22)

External Applicants




[Start an application for employment](#)

[Use passcodes sent to me](#)

[Log in](#) ▶

Internal Applicants



Internal applicants only.

[View internal positions](#)

[Submit an internal application/transfer form](#)

[Log in](#) ▶

Click on the **START** button to begin your application. Choose an email and password that you will remember. (*Personal email address recommended.*) You will also be prompted to choose a security question.

Note: If you cannot complete your application in one sitting, you can save it, exit the window, and log out. When you return, click on LOGIN, enter your username and password, then EDIT to continue.

Welcome, New Applicant!

Please start your application with graniteschools.

Activities for you:

- START** begin the process
- LOGIN** to existing account
- IMPORT** from another account

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to graniteschools.

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Please carefully review the following information regarding our online application process.

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.
- The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 25 days later.
- Your application will be considered "in process" until you complete it. **The school district will have the ability to view it, even if you do not complete it.**
- All fields marked with the red asterisks are required.
- Do not type in **ALL CAPITAL LETTERS**.

Granite School District - Employment Application

Home Employment Application [Login to Existing Application](#)

Navigation: 1. Personal Info

Please enter all required information.

Name:
(Title) (First) (Middle Initial) (Last) (Suffix)

Other name under which transcripts, certificates, and former applications may be listed:

Other:
(Title) (First) (Middle Initial) (Last) (Suffix)

The following information is needed for you to continue your application at a later date.

- Your email address will be used to communicate with you. (be sure to use your full Internet email address)
- Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue the application process at any step. You can return to complete an application up to 25 days later by clicking "Continue/modify my application for employment" and then entering your email address and password.
- If you do not have an email address, click here to sign up for a free account with [yahoo mail](#).

* Email Address:

* Confirm Email:

* Social Security Number:

Applicant Tracking
Formerly ApplTrack Recruit & Fit

Save as Draft Finish and Submit

Prev Page Next Page

Enter your personal information.

Click on **NEXT PAGE** at the bottom right of the page and continue filling out all forms.

You must upload all documents required for the job type you apply for, such as a resume, diploma, or transcripts. The system will prompt you for what documents are needed.

After you have completed all pages, save, then click on **FINISH AND SUBMIT**.

If your application is missing any required information, you will see a page alerting you that your **application cannot be updated**.

Click on each **Action Needed** area to complete the application as instructed.

The screenshot shows a navigation menu on the left with 15 items, where '15. Confirmation' is selected. The main content area has a blue header with a speech bubble icon and the text 'Your Application cannot be updated.' Below this, a message states: 'There are omissions that prevent submission of your application. You must correct the following before you can submit your application.' A tip follows: 'Tip: After you correct a page use the "finish" button at the bottom of the window to return here.' A table with two columns, 'Type' and 'Message', contains two rows of 'Attention Needed' messages. The first row lists a requirement for education documentation and a link to 'Go to the Supplemental Materials [Non-Certified] step'. The second row lists requirements for work authorization and a link to 'Go to the Legal Information step'. At the bottom, there are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

The screenshot shows a navigation menu on the left with 15 items, where '15. Confirmation' is selected. The main content area has a blue header with a speech bubble icon and the text 'Your Application is ready to be updated.' Below this, a message says 'Please read the following before submitting your Application.' A list of instructions follows: 'You should print preview your Application...', 'If you do not wish to submit your Application yet, click save as draft.', 'If you want to mark your Application as "completed" and submit it to graniteschools for review, click the Submit button below...', and 'Upon submission, your application will become active in our files...'. A 'Submit Application' button is centered below the text. At the bottom, there are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

Once you have completed all fields and uploaded all required documents, you will see a prompt letting you know that your application is ready to be updated.

Click on **Submit Application**. You will then need to confirm your desire to submit the application.

When your application is complete and submitted, you will see a confirmation page stating that your application is **Finished** and has been submitted successfully to Granite School District.

You may apply for any other positions you are interested in by simply logging in and clicking on Edit to amend each section as needed for the position.

The screenshot shows a navigation menu on the left with 15 items, where '15. Confirmation' is selected. The main content area has a blue header with the text 'Finished!' and a green checkmark icon. A message states: 'Your Application was submitted to Granite School District. You will receive an automated confirmation email momentarily. Be sure to read it as it may contain further requirements regarding your candidacy.' A note follows: 'Note: The email is sent from mailbot@applitrack.com. Depending on your email settings, you may need to add it to your "Allowed Senders" list or it may be delivered to your junk mail folder.' Three links are provided: 'Show/Hide Email Text', 'Print this page for later reference', and 'Print your completed Application'. A 'Close And Log Off' button is centered below the links. At the bottom, there are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

Vacancy Desired is where you will find currently open positions available to apply for. Your application must be complete and submitted before 3pm on the end date of the job posting.

Position Desired is a list of position types that may not currently have an opening, but for which you want to be alerted as new open positions are posted. **Please Note:** Your application **will not** be automatically submitted as new open positions are posted. You must select the job posting in the **Vacancy Desired** section and submit your application.

Be sure to log back into your profile periodically to view new open positions, or to manage the Position Desired types you are interested in watching.