

To apply as a School Volunteer, start at www.graniteschools.org

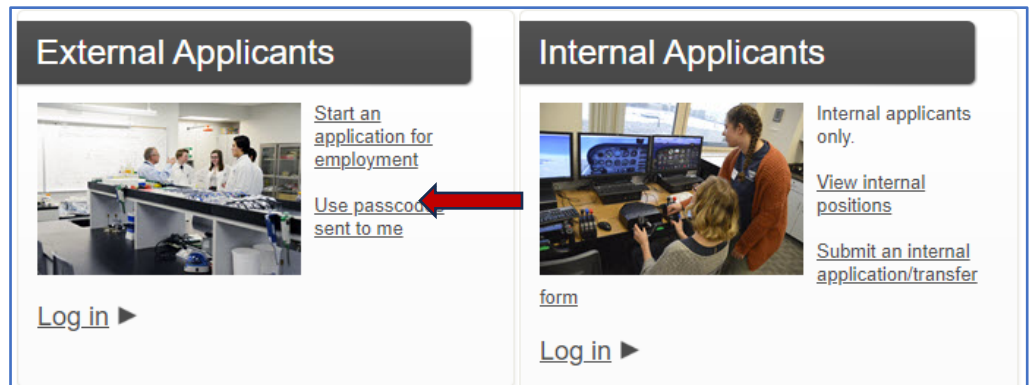
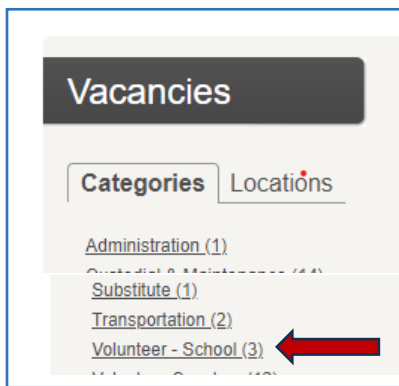


1. Click on **FIND EMPLOYMENT** in the top blue bar.
2. Click on **Apply for Employment or Manage Application**
3. Look for a job posting in the **Vacancies** section on the left side of the screen. When you find the vacancy you want, click on the red **Apply** button.
4. **Start** an application as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

Find Employment

Apply for Employment or Manage Application

Note: Principals are responsible for requesting Job Postings for their school, including for School Volunteers. If you don't see a current job posting for Volunteer at your school, contact the Principal.



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: [Text Box]
* Confirm Email: [Text Box]
* Social Security Number: [Text Box]

Applicant Tracking | Formerly AppliTrack Recruit & Fill | Save as Draft | Finish and Submit | Prev Page | Next Page

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.

Type	Message
Attention Needed:	<ul style="list-style-type: none">You must upload at least 1 Documentation of highest level of education obtained (diploma or transcript)(s).[Go to the Supplemental Materials [Non-Certified] step]
Attention Needed:	<ul style="list-style-type: none">What is your authorization to work in the United States? requiredI agree required[Go to the Legal Information step.]

Submit Application

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

Click on **Finish and Submit**.

Confirm your desire to submit by clicking **“Yes”** in the pop-up window.

Click on the **START** button to begin your application.

Choose an email and password that you will remember. (Personal email address recommended) When your application is complete and submitted, you will see a confirmation page stating that your application is **Finished** and has been successfully submitted to Granite School District.

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 click on EDIT to continue. selecting Edit, and amending each section as needed for the Vacancy desired.

Close And Log Off

Enter your personal information as required.

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

Note: School Volunteers must enter work history in the Experience section, including supervisor names and contact information for work references. We are required by Utah law to check references before granting a volunteer access to students.

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

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.
