






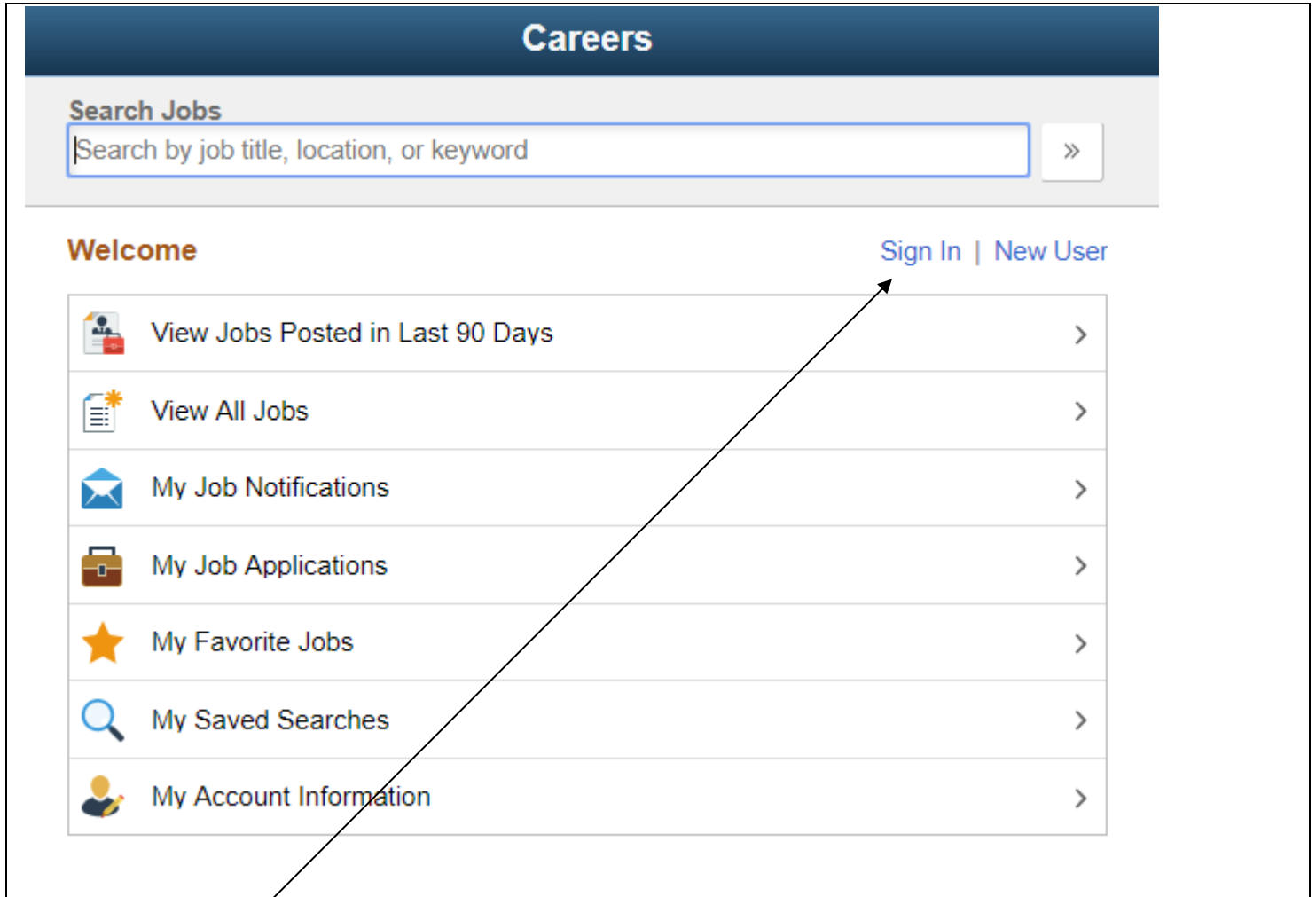
APPLY TO A JOB OPENING: EXTERNAL (NON-EMPLOYEE) JEFFCO CHARTER SCHOOL EMPLOYEE

Supported Internet: Use Google-Chrome, Firefox or Safari

Path: <https://www.jeffcopublicschools.org/>

- Employment
- Jobs at Jeffco
- Jeffco Job Board
- Scroll down & click on External Applicants

 <p>External Applicants</p>	 <p>Current Employees</p>	 <p>Accessible Applicant Portal</p>
<p>Interested in working for Jeffco Public Schools? Click here to search our current job openings.</p>	<p>Already a Jeffco Schools employee? Search for jobs through the careers portal in Employee Self Service.</p>	<p>Using a screen reader or another type of assistive technology for your job search? Enter our accessible applicants portal.</p>



The screenshot shows the 'Careers' section of the JEFFCO website. At the top, there is a dark blue header with the word 'Careers' in white. Below this is a 'Search Jobs' section with a text input field containing the placeholder 'Search by job title, location, or keyword' and a search button with a double arrow icon. Underneath the search bar is a 'Welcome' section. On the right side of this section, there are two links: 'Sign In' and 'New User'. Below the 'Welcome' section is a list of seven user options, each with an icon and a right-pointing arrow:

- View Jobs Posted in Last 90 Days
- View All Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information

An arrow points from the bottom left of the screenshot towards the 'Sign In | New User' link.

Step 1: Click on “Sign In” link if you have already created a user name and password. If you have not created a user name and password, click on the “New User” link.

Forgot User Name and/or password – click on “Sign In”

- Forgot User Name – you will need your email address from when you created your profile (can’t remember your email address? Please call the Welcome Center at 303-982-6515)
- Forgot Password – you will need your user name from when you created your profile (can’t remember your user name? Please call the Welcome Center at 303-982-6515)



**APPLY TO A JOB OPENING
EXTERNAL (NON-EMPLOYEE)
JEFFCO CHARTER SCHOOL EMPLOYEE:
(CONT'D)**

Sign In ×

*User Name

*Password

Sign In

[Forgot User Name](#) | [Forgot Password](#)

Are you a new user? [Register Now](#)








Step 2: Enter your User Name & Password

Step 3: Click on the "Sign In" button

Search Jobs

Search by job title, location, or keyword »

Welcome Catherine

	View Jobs Posted in Last 90 Days	>
	View All Jobs	>
	My Job Notifications	1 >
	My Job Applications	2 >
	My Favorite Jobs	1 >
	My Saved Searches	>
	My Contact Information	>

Step 2: Click on View All Jobs



**APPLY TO A JOB OPENING
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JEFFCO CHARTER SCHOOL EMPLOYEE:
(CONT'D)**

← Careers
Search Jobs

Location

- Allendale Elementary (5)
- Jeffco Schools Educ Center (5)
- Service Center Bldg #1 (4)
- Arvada K-8 (3)

More

Department

- Custodial Svs - Schools (7)
- Allendale Elementary (4)
- Arvada K-8 (3)
- Bell Middle (3)

More

Job Family

- Teacher, Licensed (17)
- Administrator (4)
- Custodial Services (4)
- Office/Tech/Support Staff (4)

More

Job Posted In

- 2018 (50)

Search Jobs

»

Clear Search
Save Search

50 jobs found. ↑↓

Custodian

Job ID	1514
Location	Dennison Elementary
Department	Custodial Svs - Schools
Job Family	Custodial Services
Job Function	Custodial Services
Posted Date	11/30/2018
Close Date	12/07/2018

Custodian

Job ID	1516
Location	Ryan Elementary
Department	Custodial Svs - Schools
Job Family	Custodial Services
Job Function	Custodial Services
Posted Date	11/30/2018
Close Date	12/07/2018

Mgr Technology Systems Food & Nutrition Services

Job ID	1517
Location	Jeffco Schools Educ Center
Department	Food and Nutrition Services
Job Family	Administrator
Job Function	Professional/Technical
Posted Date	11/30/2018
Close Date	12/07/2018

Teacher SIED

Job ID	1512
Location	Stott Elementary

There are many options on how to search for jobs, see left side of page (be sure to click on the “More” link under each section)

Step 3: Click in job opening area to view details

03/08/2019

Created by HRIS, Compensation & Records

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APPLY TO A JOB OPENING EXTERNAL (NON-EMPLOYEE) JEFFCO CHARTER SCHOOL EMPLOYEE: (CONT'D)

< Search Jobs
Job Description

Previous Job
Custodian

Job ID 1516

Location Ryan Elementary

[Add to Favorite Jobs](#)

[Email this Job](#)

Full/Part Time Full-Time

Apply for Job

ABOUT THE DISTRICT

Jeffco Public Schools, Colorado's largest K-12 school district, with 85,000 students and approximately 14,000 employees, has provided educational excellence for more than 60 years. Nearly 10 percent of all Colorado K-12 students attend a Jeffco school and our employees benefit from partnerships with experienced, dynamic school leaders throughout our district. Our Jeffco Generations vision document and strategic plan map out with focus and clarity what we expect our schools to accomplish with our graduates. Come join us!

ABOUT THE SCHOOL/DEPARTMENT
No job description available

ABOUT THE JOB
No job description available

HOURS AND DAYS WORKED

Custodian
Monthly Position
 FLSA: Nonexempt
 FTE: 50000, **Hours/Day:** 4.000, **Days/Year:** 260
Salary Plan, Grade, Step: CSE - Class Emp-260 / 1.FTE, R13, 1
Hourly Rate: \$13.64, **Annual Rate:** \$28,375.23

Step 4: Review job details, including salary, FTE, days worked
 Step 5: Click "Apply for Job" button

X Exit
Apply for Job

Custodian

- 1 Start
In Progress
- 2 Resume
Not Started
- 3 Education and Work Experience
Not Started
- 4 References: Professional and Supervisory
Not Started
- 5 Questionnaire
Not Started
- 6 Referrals
Not Started
- 7 Review and Submit
Not Started

Step 1 of 7: Start

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

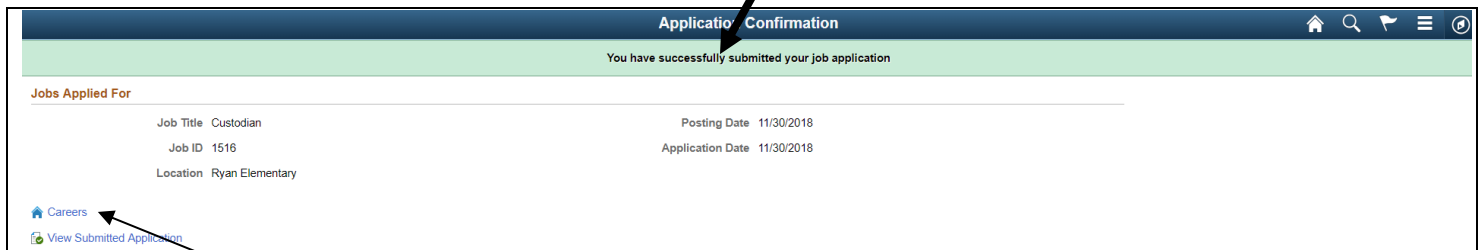
Next >

Step 6: Enter information on each section (1-7), then click the "Next" button (top right hand side of page) – Note: Some sections have required documentation or required fields that **MUST** be filled out.

**APPLY TO A JOB OPENING
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JEFFCO CHARTER SCHOOL EMPLOYEE:
(CONT'D)**

Step Name	Description
Start	Step-by-Step Process with terms and conditions (must agree to terms and conditions)
Resume	Administrator and License Educators are required to UPLOAD a resume and cover letter. All others are NOT required to upload, but optional
Attachments	Trades & ESL Teachers job openings ONLY are given the opportunity to upload their job related license/certificate. Other job openings will NOT have this step in your application process.
Education and Work Experience	Administrator and License Educators will not have this step in their apply process. All others are required to complete
References: Professional and Supervisory	Required for all job openings. Must be professional reference, no family members should be listed as references.
Questionnaire	Questions pertaining to the job opening (all questions are required)
Referrals	How did you learn about the job – required question
Review and Submit	Review and submit your application

Once you have submitted your application, you should see the following:










Step 7: To confirm all of your statuses on job openings, click on Careers link to view each item.



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Need help? Contact the Welcome Center at 303-982-6515