

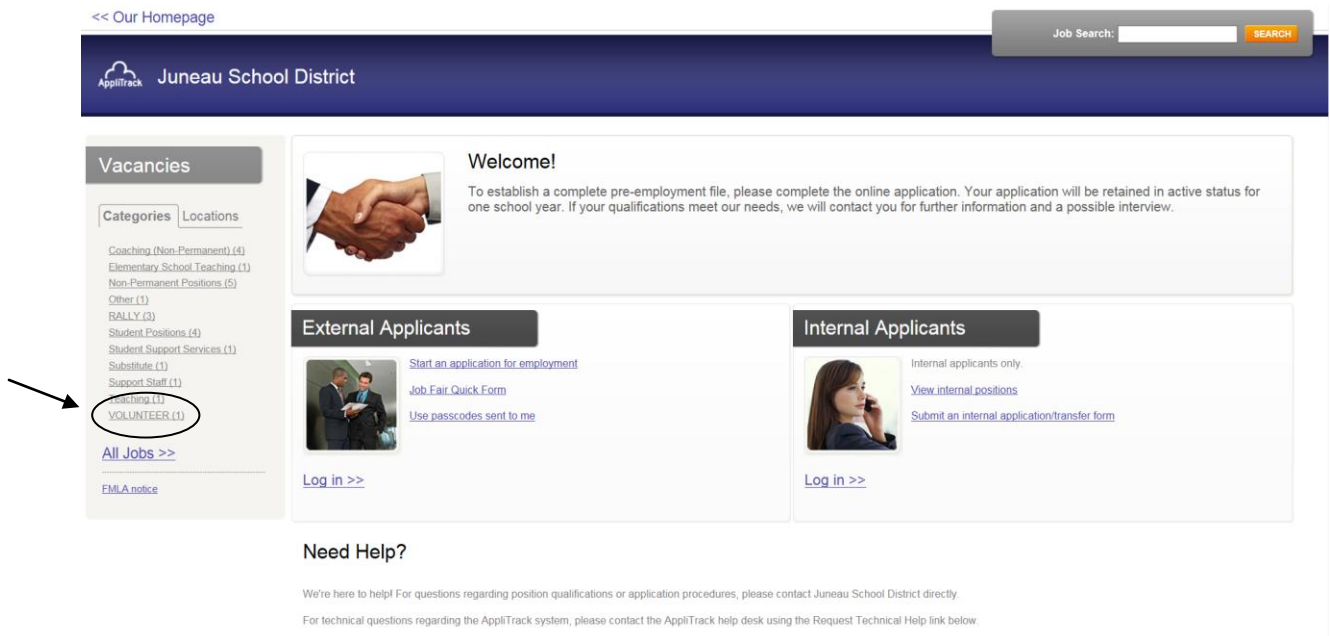
Learn United

Reading Tutor application process

1. Begin by going to the Applitrack web link www.applitrack.com/jsd/OnlineApp/default.aspx.
2. Apply by selecting JOBS by clicking on the “Jobs” text.



3. This should take you to a web page that looks like this. Note on left side of page the job VANCANCIES list. Select VOLUNTEER by using your mouse and right-clicking text.



4. Now select APPLY by clicking on the “Apply” text on right-side of screen.

<< Our Homepage

Job Search:

AppItTrack Juneau School District

Vacancies

Categories Locations

Coaching (Non-Permanent) (5)
Elementary School Teaching (2)
Non-Permanent Positions (5)
Other (1)
RALLY (2)
Student Positions (4)
Student Support Services (1)
Substitute (1)
Support Staff (4)
Teaching (1)
VOLUNTEER (1)

All Jobs >>

Openings as of 2/5/2015

All Types » VOLUNTEER (1 opening)

Search Postings

Options

JobID 1142

[Email To A Friend](#)
[Print Version](#)

VOLUNTEER SCREENING FORM

Position Type:
VOLUNTEER/VOLUNTEER

Date Posted:
12/12/2012

Location:
Districtwide

Thank you for volunteering with the Juneau School District.

Our volunteer screening process includes a background check (at no cost to you).

5. This will take you to this page below. Select START by clicking the “START” option on the right-hand side of the page.

Juneau School District - Employment Application

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

Welcome, New Applicant!
Please start your application with Juneau School District.

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 blue triangle are required.
- Do not type in **ALL CAPITAL LETTERS**.

Activities for you:

begin the process

to existing account

from another account

If you completed an application with another organization that uses the AppItTrack System, you may import most of your data to Juneau School District.

6. Now you should be taken to a web page that looks like this. Go ahead and fill-in the information for the first page.

The screenshot shows the 'Juneau School District - Employment Application' web page. The navigation bar includes 'Home' and 'Employment Application'. A sidebar on the left shows '1. Personal Info' as the active step. The main content area has a message: 'Please enter all required information.' Below this are two sets of name input fields. The first set is for 'Name' with dropdowns for (Title), (First), (Middle Initial), (Last), and (Suffix). The second set is for 'Other' with the same dropdowns. Below these is another message: 'The following information is needed for you to continue your application at a later date.' followed by a bulleted list of instructions regarding email address, password, and account creation. At the bottom, there are four input fields: 'Email Address', 'Confirm Email', 'Password', and 'Confirm Password'.

7. Now your web page should look like this one below. Go ahead and fill in your application with your information. As you complete each section and page, continue by selecting/clicking the "Next Page" icon on the bottom right of each page.

This screenshot shows the same 'Juneau School District - Employment Application' web page, but with sample data filled in. The 'Name' field is filled with 'Mrs. Velma' and the 'Other' field is filled with 'Teacher'. The 'Email Address' field is filled with 'abc123@edu.org' and is marked as 'Available'. The 'Confirm Email' field is filled with 'abc123@edu.org'. The 'Password' and 'Confirm Password' fields are filled with '*****'. The 'Secret Question' field is filled with 'What is your pet's name?' and the 'Secret Answer' field is filled with 'Benji'. At the bottom right, the 'Next Page' button is circled and pointed to by an arrow. The footer includes the 'AppliTrack' logo, 'Save as Draft', 'Finish and Submit', and 'Prev Page' and 'Next Page' buttons.

8. Notice the Navigation list on the left of the screen. You will see where you are in the process by looking at this list. **Currently**, we are at the **Postal Address web page** which provides mailing contact. There are nine more pages until the application process is complete. As noted at the starting page, you may stop and continue this process at any time. However, each page is fairly brief and the whole process should approximately 15-20 minutes.

The screenshot shows the 'Juneau School District - Employment Application' interface. On the left is a 'Navigation' menu with 12 items. Item 3, 'Postal Address', is highlighted with a blue bar and a black arrow points to it. The main content area has a header 'Please list your mailing address.' Below this are two sections: 'Permanent Address' and 'Present Address'. The 'Permanent Address' section contains fields for Number & Street (100 Main Street), Apt. Number, City (Juneau), State/Province (AK), Zip/Postal Code (99801), Country (United States of America), Daytime Phone (907 586-1234), and Home/Cell Phone (907 789-1234). The 'Present Address' section contains fields for Number & Street (same), Apt. Number, City, State/Province, Zip/Postal Code, Country, Phone Number, and Until what date?. At the bottom of the page are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

Juneau School District - Employment Application

Home | Employment Application Volunteer, Velma • Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Juneau School District
7. Volunteer Locations
8. Volunteer Areas of Interest
9. Background Check Authorization Release/Waiver
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11. VOLUNTEER CONFIDENTIALITY STATEMENT
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Please list your mailing address.

Permanent Address

Number & Street: 100 Main Street
Apt. Number:
City: Juneau
State/Province: AK
Zip/Postal Code: 99801
Country: United States of America
Daytime Phone: 907 586-1234
Home/Cell Phone: 907 789-1234

Present Address

Number & Street: same
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:
Until what date?:

AppliTrack Save as Draft Finish and Submit Prev Page Next Page

9. The next page lists a number of job options, scroll down the list by selecting “Next Page” icon until you find “Volunteer”.

The screenshot shows the 'Juneau School District - Employment Application' interface. On the left is a 'Navigation' menu with 12 items. Item 4, 'Vacancy Desired', is highlighted with a blue bar. The main content area has a header 'Please check the positions for which you would like to be considered.' Below this are links for 'Options: group by location | search for jobs'. There are three sections: 'Coaching (Non-Permanent)', 'Elementary School Teaching', and 'Special Education Teacher'. Each section has a list of job options with checkboxes. The 'Coaching (Non-Permanent)' section has three options: 'JobID 688: Non-Permanent Coaching or Club Advisor Position', 'JobID 2454: Basketball Cheerleading Assistant Coach (JDHS)', and 'JobID 2493: Track & Field Assistant Coach'. The 'Elementary School Teaching' section has two options: 'JobID 2528: Kindergarten/1st Grade Teacher' and 'JobID 2526: Special Education Teacher (Gastineau Elementary School)'. The 'Special Education Teacher' section has one option: 'JobID 2526: Special Education Teacher (Gastineau Elementary School)'. At the bottom of the page are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

Juneau School District - Employment Application

Home | Employment Application Volunteer, Velma • Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
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Please check the positions for which you would like to be considered.

Options: [group by location](#) | [search for jobs](#)

Coaching (Non-Permanent)

☐ **General**

☐ **JobID 688:** Non-Permanent Coaching or Club Advisor Position
Locations: Districtwide

☐ **Assistant Coach**

☐ **JobID 2454:** Basketball Cheerleading Assistant Coach (JDHS)
Locations: Juneau-Douglas High School

☐ **JobID 2452:** Dance Team Assistant Coach (TMHS)
Locations: Thunder Mountain High School

☐ **JobID 2493:** Track & Field Assistant Coach
Locations: Thunder Mountain High School

☐ **Head Coach**

☐ **JobID 2453:** Basketball Cheerleading Head Coach (JDHS)
Locations: Juneau-Douglas High School

Elementary School Teaching

☐ **Elementary Teacher**

☐ **JobID 2528:** Kindergarten/1st Grade Teacher
Locations: Juneau Community Charter School

☐ **Special Education Teacher**

☐ **JobID 2526:** Special Education Teacher (Gastineau Elementary School)
Locations: Student Services

AppliTrack Save as Draft Finish and Submit Prev Page Next Page

10. See VOLUNTEER option below, select by clicking the box for VOLUNTEER. Again, continue by selecting “Next Page”.

Juneau School District - Employment Application

Home | Employment Application | Volunteer, Velma | Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
- 4. Vacancy Desired**
5. Position Desired
6. Juneau School District
7. Volunteer Locations
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Support Staff

☐ **Special Education Paraeducator**

- ☐ **JobID 2569:** Special Education Paraeducator (Dzantik'i Heeni Middle School)
Locations: Dzantik'i Heeni Middle School
- ☐ **JobID 2570:** Special Education Paraeducator (Dzantik'i Heeni Middle School)
Locations: Dzantik'i Heeni Middle School
- ☐ **JobID 2541:** Special Education Paraeducator (Floyd Dryden Middle School)
Locations: Floyd Dryden Middle School

☐ **Special Education Paraeducator Low Incidence**

- ☐ **JobID 2559:** Special Education Paraeducator (Juneau-Douglas High School)
Locations: Juneau-Douglas High School

Teaching

☐ **Teaching**

- ☐ **JobID 2478:** Hourly 21st CCLC Literacy Teacher (Riverbend Elementary School)
Locations: Riverbend Elementary School

VOLUNTEER

☒ **VOLUNTEER**

☒ **JobID 1142:** VOLUNTEER SCREENING FORM
Locations: Districtwide

How many years of experience do you have in similar positions?

Positions open unexpectedly and fill quickly. If you would like to be considered for positions that are not listed above, please establish a pre-employment file by completing this online application. Indicate the areas for which you would like to be considered on the next page (Step 4 - Position Desired). Thank you for your interest in Juneau School District

AppliTrack | Save as Draft | Finish and Submit | Prev Page | Next Page

11. Choose your preferred school location(s) by clicking “Yes” or “No”.

Juneau School District - Employment Application

Home | Employment Application | Forms | Volunteer, Velma | Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Juneau School District
- 7. Volunteer Locations**
8. Volunteer Areas of Interest
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Please let us know at which locations you are willing to volunteer:

Auke Bay Elementary	<input checked="" type="radio"/> Yes <input type="radio"/> No
Gastineau Elementary	<input checked="" type="radio"/> Yes <input type="radio"/> No
Glacier Valley Elementary	<input checked="" type="radio"/> Yes <input type="radio"/> No
Harborview Elementary	<input checked="" type="radio"/> Yes <input type="radio"/> No
Juneau Charter School	<input checked="" type="radio"/> Yes <input type="radio"/> No
Mendenhall River Elementary	<input checked="" type="radio"/> Yes <input type="radio"/> No
Riverbend Elementary	<input checked="" type="radio"/> Yes <input type="radio"/> No
Dzantik'i Heeni Middle School	<input checked="" type="radio"/> Yes <input type="radio"/> No
Floyd Dryden Middle School	<input checked="" type="radio"/> Yes <input type="radio"/> No
Juneau-Douglas High School	<input checked="" type="radio"/> Yes <input type="radio"/> No
Thunder Mountain High School	<input checked="" type="radio"/> Yes <input type="radio"/> No
Yaakoose Daakahidi Alternative High School	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Other/Specific Event please specify	<input type="text" value="Reading Tutor Program"/>

AppliTrack | Save as Draft | Finish and Submit | Prev Page | Next Page

12. At this point, please type “Reading Tutor Program” in the box below so that the Juneau School district Human Resources department will know to contact United Way Reading Tutor Coordinator once your application has been received and cleared screening. You will also indicate your days available, however the Reading Tutor will also coordinate this with you along with the teachers. Should your schedule change, we will work with you.

The screenshot shows the 'Juneau School District - Employment Application' form, specifically Step 8: Volunteer Areas of Interest. The navigation menu on the left lists steps 1 through 12, with Step 8 highlighted. The main content area includes a 'THANK YOU FOR VOLUNTEERING!' message and a section titled 'Please select the areas in which you would like to volunteer (areas of interest are not applicable to all locations):'. This section lists various volunteer areas with checkboxes: Classroom, Library, Office, Field Trips, Activities, Other / Specific Event, and Other / Specific Event: Please Specify. The 'Reading Tutor Program' is selected in the 'Other / Specific Event' dropdown menu, which is circled with a black arrow. Below this, there is a section for 'Please select the days of the week that you are available:' with checkboxes for Monday through Friday and As Needed. The 'Time of day available:' section has checkboxes for Before School (before 8:00am), Morning, Lunch, Afternoon, and After school. The bottom of the form features the AppliTrack logo, 'Save as Draft' and 'Finish and Submit' buttons, and 'Prev Page' and 'Next Page' navigation buttons.

13. Complete additional information so your application can be properly screened.

The screenshot shows the 'Juneau School District - Employment Application' form, specifically Step 9: Background Check Authorization Release/Waiver. The navigation menu on the left lists steps 1 through 12, with Step 9 highlighted. The main content area includes a section titled 'AUTHORIZATION AND RELEASE/WAIVER OF INFORMATION AGREEMENT' and 'THE CITY AND BOROUGH OF JUNEAU SCHOOL DISTRICT'. It provides contact information for LIBERTY SCREENING SERVICES L.T.D. and includes a paragraph of legal text regarding the release of criminal justice information. Below this, there is a section for 'Information obtained from this report will remain confidential and will be used only to make lawful employment decisions.' The form includes fields for Applicant Name, Social Security Number, Driver License, State, and Date of Birth, all of which are filled out. The bottom of the form features the AppliTrack logo, 'Save as Draft' and 'Finish and Submit' buttons, and 'Prev Page' and 'Next Page' navigation buttons.

14. You have nearly finished the application. Digitally sign your application by typing your name into the box below and then select or double-click the box indicated. Continue by clicking “Next Page”.

The screenshot shows the '9. Background Check Authorization Release/Waiver' section of the AppliTrack application. The left sidebar lists steps 9 through 12, with step 9 highlighted. The main content area contains a paragraph of text and a section titled 'Electronic Signature' with a text box containing 'Velma Volunteer' and a 'Click to Digitally Sign' button. An arrow points to the 'Click to Digitally Sign' button. The bottom navigation bar includes 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page' buttons.

15. Note, even if you select this “Finish and Submit” icon, your application is still NOT complete. Continue your application by selecting “Next Page”.

16. Fill-in the box for STAFF USE AGREEMENT for computer and digitally sign this page. Select “Next Page”.

The screenshot shows the 'Juneau School District - Employment Application' page. The left sidebar lists steps 1 through 12, with step 10, 'Volunteer Computer Network Use Agreement', highlighted. The main content area contains sections for 'Consequences', 'District Rights and Responsibilities', and 'STAFF ACCEPTABLE USE AGREEMENT'. The 'STAFF ACCEPTABLE USE AGREEMENT' section includes a text box for 'User's Name' containing 'Volunteer Volunteer' and a 'Click to Digitally Sign' button. An arrow points to the 'Click to Digitally Sign' button. The bottom navigation bar includes 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page' buttons.

17. Digitally sign page for VOLUNTEER CONFIDENTIALITY STATEMENT then select "Next Page".

The screenshot shows the 'Juneau School District - Employment Application' interface. The left navigation pane lists steps 1 through 12, with step 11, 'VOLUNTEER CONFIDENTIALITY STATEMENT', highlighted. The main content area displays the confidentiality statement and guidelines. At the bottom, there is a digital signature line with a text box containing 'Velma Volunteer' and a 'Click to Digitally Sign' button. A 'Next Page' button is located at the bottom right of the page.

Juneau School District - Employment Application

Home | Employment Application | Volunteer, Velma | Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Juneau School District
7. Volunteer Locations
8. Volunteer Areas of Interest
9. Background Check Authorization Release/Waiver
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12. Confirmation

Any information obtained directly or indirectly, regarding a child, his/her program, education placement, et cetera, is considered CONFIDENTIAL.

Guidelines for Confidentiality

1. Do not repeat information that may cause harm to a student or his/her family.
2. Tactfully turn away questions that may require confidential information.
3. Do not discuss personally identifiable information such as:
 - Parents
 - Students
 - Teachers
 - I.E.P. Information
 - Behavior
 - Performance
 - Medication
 - Addresses or Phone Numbers
 - Siblings
4. Direct any questions about the progress or problems of a student to the supervising teacher or school administrator. Only discuss information when necessary, with the correct person, and within the privacy of the school.

Please sign to indicate that you have read the above statement and understand that you may be exposed to confidential information and that sharing this information with anyone is considered a breach of confidentiality, and is against the law.

Velma Volunteer x Click to Digitally Sign

AppliTrack Save as Draft Finish and Submit Prev Page Next Page

18. This screen shows that this application is not complete and not submitted.

The screenshot shows the 'Juneau School District - Employment Application' interface. The left navigation pane lists steps 1 through 12, with step 12, 'Confirmation', highlighted. The main content area displays a message stating 'Your Application is not yet submitted.' and lists errors preventing submission. A 'Next Page' button is located at the bottom right of the page.

Juneau School District - Employment Application

Home | Employment Application | Volunteer, Velma | Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Juneau School District
7. Volunteer Locations
8. Volunteer Areas of Interest
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- 12. Confirmation**

Your Application is **not yet submitted.**

There are omissions that prevent submission of your application. You must correct the following errors before you can submit your application.

Tip: After you correct the errors on a page use the "finish" button at the bottom of the window to return here.

Type	Message
Error:	<ul style="list-style-type: none">• Signature required for item, ""• [Go to the VOLUNTEER CONFIDENTIALITY STATEMENT step]

AppliTrack Save as Draft Finish and Submit Prev Page Next Page

19. If you see that message, simply return, complete each page of your application and select continue.

Juneau School District - Employment Application

Home | Employment Application | Volunteer, Velma | Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Juneau School District
7. Volunteer Locations
8. Volunteer Areas of Interest
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2. Tactfully turn away questions that may require confidential information.
3. Do not discuss personally identifiable information such as:
 - Parents
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 - I.E.P Information
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 - Performance
 - Medication
 - Addresses or Phone Numbers
 - Siblings
4. Direct any questions about the progress or problems of a student to the supervising teacher or school administrator. Only discuss information when necessary, with the correct person, and within the privacy of the school.

Please sign to indicate that you have read the above statement and understand that you may be exposed to confidential information and that sharing this information with anyone is considered a breach of confidentiality, and is against the law.

Signed: Velma Volunteer
Stamped: Thu Feb 05 2015 14:28:13 GMT-0900 (Alaskan Standard Time); 2/5/2015 5:28:01 PM; 2015-02-05 23:28:01Z; 216.67.91.86; Applicant - #9489 - Velma Volunteer

AppliTrack | Save as Draft | Finish and Submit | Prev Page | Next Page


20. Once you are done, this is the last page you see. BUT again, your application is **NOT** complete until you have selected or “hit” the “Submit Application” icon.

Juneau School District - Employment Application

Home | Employment Application | Volunteer, Velma | Log Off

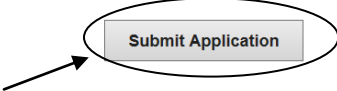
Navigation:

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2. Current Employment Status
3. Postal Address
4. Vacancy Desired
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7. Volunteer Locations
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- 12. Confirmation**

 **Your Application is not yet submitted.**

Please read the following before submitting your Application.

- You should [print preview](#) your Application. You may need to [download Adobe Acrobat](#) if the print doesn't work. This is what hiring administrators will see.
- 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 Juneau School District for review, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link, to [continue working](#).
- Upon submission, your application will become active in our files. You will be notified by email when your application expires so that you can log in and re-activate it if you wish.



21. Your application is complete and submitted once you see this screen.

Juneau School District - Employment Application

Home Employment Application Volunteer, Velma Log Out

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
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6. Juneau School District
7. Volunteer Locations
8. Volunteer Areas of Interest
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Finished!

✓ Your Application was submitted to Juneau School District. You will receive an automated confirmation email momentarily. Be sure to read it as it may contain further requirements regarding your candidacy.

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.

[Show/Hide Email Text](#)

This message confirms submission of your online Application to Juneau School District, at 2/5/2015 5:30:27 PM Central Time. Please review the messages and summary below.

VOLUNTEER

Thank you for your interest in Juneau School District. We will keep your application active for a period of one year. We will review all completed applications, and if you are selected for an interview, we will contact you by email.

Sincerely,

Human Resources Department

Summary of Employment Desired

Your Current Vacancies:
VOLUNTEER

- JobID: 1142 - VOLUNTEER SCREENING FORM

[Print this page for later reference](#)

[Print your completed Application](#)

AppliTrack Save as Draft Finish and Submit Prev Page Next Page

22. We will contact you to coordinate your schedule and tutor training once the Juneau School District Human Resources department contacts our Learn United Reading Tutor Coordinator to say that your application is complete and screened. Thank you for applying to be a Reading Tutor!

