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### Welcome and Overview

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Thank you for your interest in working for Academy District 20! As of January 2020, we have implemented a new process for applying for positions. This document will help you navigate the application process.

The application process includes:

- Searching for jobs
- Creating a Candidate Home Account (first-time only)
- Filling out the job application
- Submitting your application
- Providing additional information
- Creating Job Alerts
- and more!



You'll start your journey by searching for jobs at: <https://wd5.myworkdaysite.com/recruiting/asd/ASD20>.

We'll start our process there on the following pages. If you need any additional assistance after reviewing this document, please reach out to the Human Resources Department through the ASD20 help desk at [help@asd20.org](mailto:help@asd20.org). We'll be happy to help you through the application process.

### About Academy District 20

Academy District 20 (ASD20), founded in 1957, serves more than 25,000 students in northern Colorado Springs. We are a growing district with more than 30 schools, including 19 elementary, five middle and five traditional high schools, plus several alternative, hybrid and online options.

The mission of Academy District 20 is to educate every student in a safe and nurturing environment and to provide comprehensive, challenging curricular and extracurricular opportunities that meet the unique needs of every individual by expanding interests, enhancing abilities, and equipping every student with the knowledge, skills, and character essential to being a responsible citizen of our community, our nation, and the world.

Due to the large number of applications we receive, we are unable to contact those applicants not selected for interviews. Thank you for your understanding.

Please note fingerprinting and background checks are required for all positions.

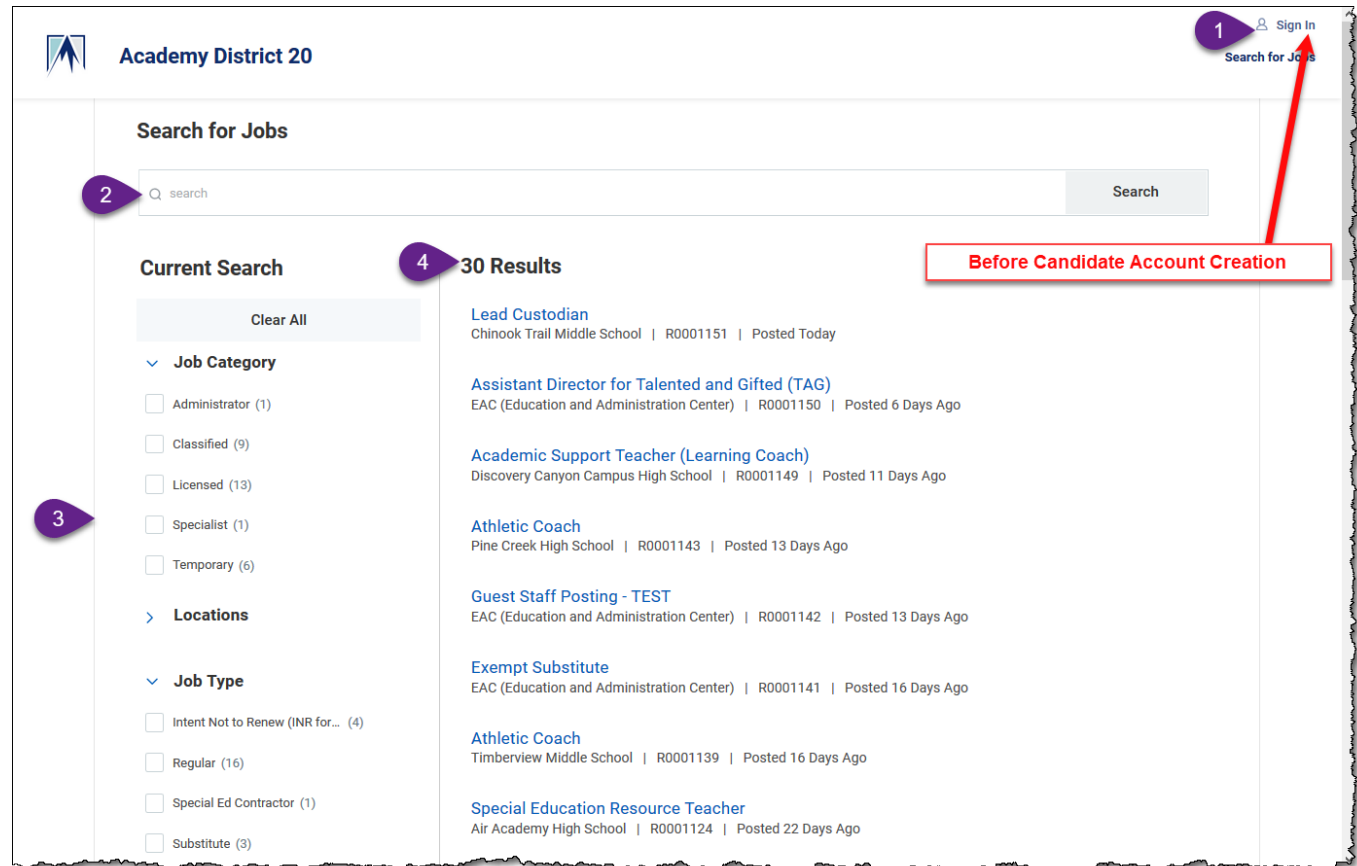
Academy District 20 is an Equal Opportunity Employer. [Learn more at https://www.asd20.org/non-discrimination](https://www.asd20.org/non-discrimination).

### Academy District 20 Candidate Home

#### Candidate Home: Search for Jobs

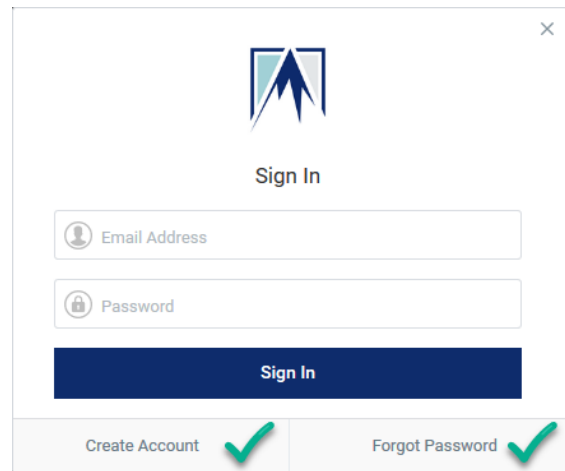
The “Search for Jobs” page is the landing page for your application process. This page will give you access to several key areas of the site.

1. Candidate **Sign In**
  - a. You'll need to sign in to create a ASD20 Candidate Home Account. You'll use this account to apply for positions. Once you've signed in, the words “Sign In” will be replaced with your email address.
2. Text search field
  - a. Searches may be conducted by words, partial words, and/or phrases.
3. Search filters
  - a. Selected filters will limit the associated jobs displayed and include: Job Category, Locations, Job Type, Full/Part-time.
4. Results
  - a. By default, all jobs are shown unless a search or a filter has been applied.



### Candidate Home: Create Account

Clicking the Sign In link will allow you to sign into your previously created candidate profile, allow you to create an account, or reset your password.



Sign In

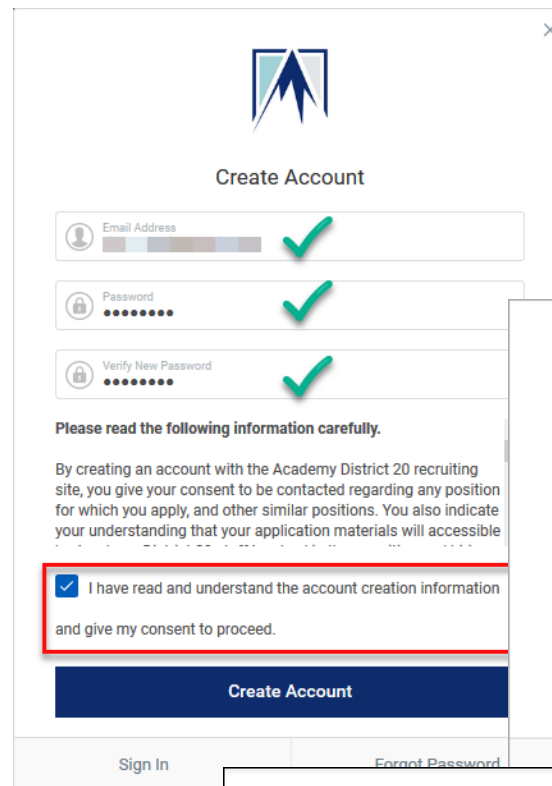
Email Address

Password

Sign In

Create Account ✓

Forgot Password ✓



Create Account

Email Address ✓

Password ✓

Verify New Password ✓

Please read the following information carefully.

By creating an account with the Academy District 20 recruiting site, you give your consent to be contacted regarding any position for which you apply, and other similar positions. You also indicate your understanding that your application materials will accessible

☒ I have read and understand the account creation information and give my consent to proceed.

Create Account

Sign In

Forgot Password

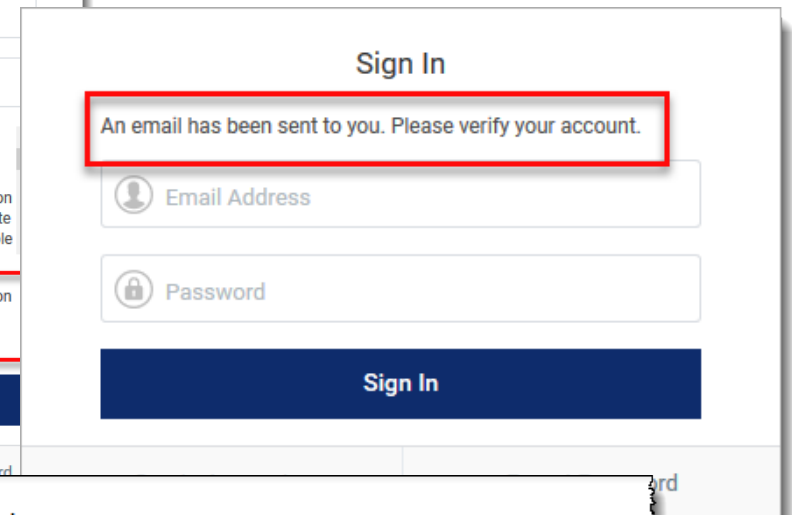
To create an account, you must complete all required fields and check the consent box. **The passwords here are not visible inside the Workday system and cannot be managed by HR or IT staff.**

After creating an account, candidates receive a confirmation email. Confirming the account activates it for applications.

### Password Requirements

Passwords for the Candidate Home must include:

- A minimum of 8 characters.
- A special character.
- An uppercase character.
- An alphabetic character.
- A numeric character.
- A lowercase character.



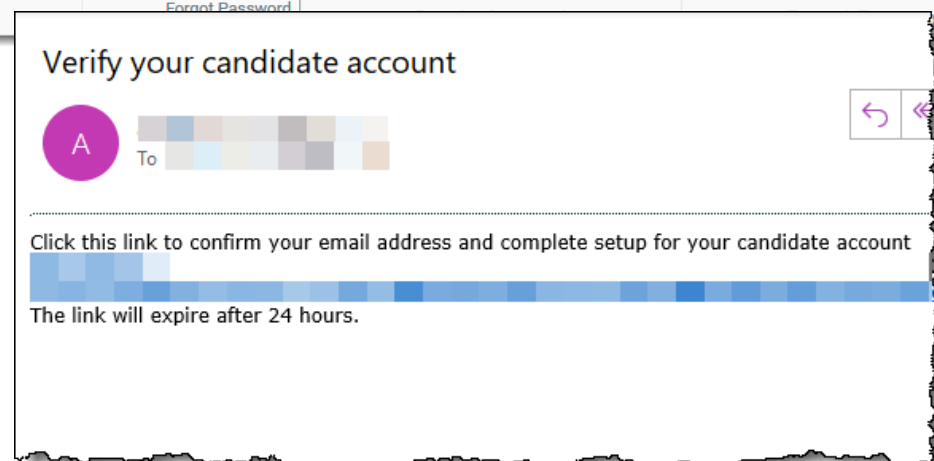
Sign In

An email has been sent to you. Please verify your account.

Email Address

Password

Sign In



Verify your candidate account

A To

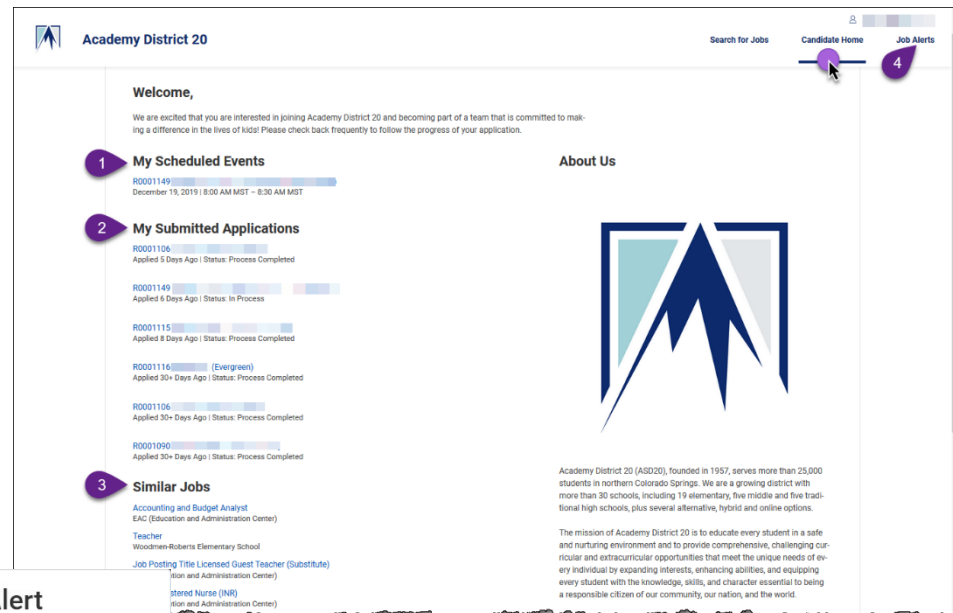
Click this link to confirm your email address and complete setup for your candidate account

The link will expire after 24 hours.

### Candidate Home: Candidate Home and Job Alerts

Clicking on the **Candidate Home** link will take you to the list of your events, applications, and job alert options.

1. Candidates who receive an interview scheduled through Workday will receive information under **My Scheduled Events**.
2. **My Submitted Applications** show the positions where you have completed the application process.
3. **Similar Jobs** is generated based on the jobs you have applied to.
4. **Job Alerts** allow you to configure notifications that can be sent to your **Candidate Home** based on a *Job Category*, a specific *Job Type*, or other variables that show up in the search function. Candidates can edit or delete these alerts once created.
  - a. Name Your Alert: You'll want to give it a name that will be meaningful if you want to edit or delete in the future.
  - b. Frequency:
    - i. Daily
    - ii. Weekly
  - c. Job Category: Pick the category that best aligns with your job interest.
  - d. Location: Not applicable.
  - e. Job Type: Generally, you'd want to select "Regular" or leave it blank.
  - f. Full/Part-time: Select full or part-time.



### Create Job Alert

Name Your Job Alert \*

Frequency \*

Job Category

Locations

Job Type

Full/Part-time

OK Cancel



### Candidate Home: Fields

#### Required Fields

Required fields are denoted with a red asterisk(\*). These fields must be answered and will result in an error if they are skipped. Errors in the Candidate Home will show up as a red bar. Clicking on the red bar will give you a description of the area. Elements of the page may also be highlighted in red to help you find what is missing.

#### Field Types

You'll see a variety of field types while going through the application process. Some examples are:

#### Text Boxes:

Enter the requested text into the box.

First Name \*

#### Attachments:

You can drag and drop or select files to attach.

Please attach a readable copy of your transcripts. \*

#### Drop Downs:

Some drop downs will give you the ability to select one field. If you start typing you can be brought to the appropriate part of the list to make your selection. When you click on the item it will populate the field.

A drop down with round buttons will again let you select only one item. These lists, however, will allow you to type a part of what you are looking for and present options based on what you typed.

Square buttons will allow you to select more than one item. Again, in the case of a long list, you'll want to start typing what you'll be looking for. If you type a part of your response and hit enter, you'll be offered options that you can select.

#### Check boxes:

Some questions will have one or more checkboxes. These might denote a multi-select list or an individual yes/no question.

Please select which type(s): \*

### Candidate Home: Application – Part 1

Classroom Teacher

Apply

Location:

Recruiting Start Date:

Estimated Start Date:

A licensed professional who designs and delivers...

The upload resume feature can parse the following formats:

- Word Document
- PDF Document
- Text Document
- HTML Document

Once the resume has been uploaded, you'll go to the My Information step. You'll see the information that has been populated for your resume. This information will be used for this application and can be copied for future applications. For this reason, you'll want to ensure that all information is accurate and complete. If you are missing any required information, you may receive an error. **You should also be sure to include contact information for your supervisor references in your resume, if possible.** This will keep you from having to enter them each time you apply for a position.

Once an application has been submitted, you will be unable to make any changes. The only option will be to withdraw your application and re-apply with the correct information.

### Quick Apply – Uploading Your Resume

Once you've located a prospective job through Search for Jobs, you are welcome to apply. You'll apply for any job by clicking the "Apply" button. If you haven't already signed into your Candidate Home account, you'll be asked to sign-in or create the account.

Please be sure to review the information for your prospective job to ensure that you are selecting the proper location and meet the requirements for the position for which you are applying. You'll also want to note the start date and other pertinent information.

The first step in the application process will be to upload your resume. The application process will use this resume to fill in important information on your application. You'll have the ability to review and edit this information in future steps.

Classroom Teacher

Quick Apply My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Review

Please upload your resume. The system will take the information from your resume and add elements to your contact information, your experience, and your education. You will have an opportunity to edit and review this information before you submit your application.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop file here

or

Select files

Next

Classroom Teacher

Quick Apply My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Review

Country \*

United States of America

Name

First Name \*

Last Name \*

Address

Back Next

### Candidate Home: Application – Part 2

The screenshot shows the 'My Experience' step in the application process for a Classroom Teacher. At the top, a progress bar indicates the following steps: Quick Apply, My Information, My Experience (current step), Application Questions 1 of 2, Application Questions 2 of 2, Voluntary Disclosures, and Review. The main content area is titled 'Work Experience' and contains several input fields: 'Job Title \*', 'Company \*', 'Location', 'From \*' (with a date picker), and 'To \*' (with a date picker). There is also a checkbox labeled 'I currently work here'. At the bottom, there is a 'Role Description' section with the text 'Provides dynamic leadership for the staffing process.' and two buttons: 'Back' and 'Next'.

### Application Questions (1 of 2)

After entering your experience you'll need to respond to some application questions. These questions will provide important information, many of which will be required for you to move forward in the application process. **These questions are a requirement for each application you submit.**

The first set of application questions ask about convictions, unlawful behavior, revocations of licenses, or dismissal from employments. If you answer yes to any of these questions, you will need to provide an explanation.

Please be aware that Academy District 20 requires all applicants for hire to provide their fingerprints that will be sent to the Colorado Bureau of Investigation and Federal Bureau of Investigation for the purpose of conducting a police criminal background investigation.

### My Experience

The application will continue with My Experience. This information is populated from your resume, but you'll want to validate carefully as resumes can have a variety of formats. Be sure to check the dates of your employment and fill in the role description of your job duties.

The other elements of My Experience include:

- **Education:** Please list any Schools/Universities, Degrees, and Fields of Study
- **Certifications:** You will most likely need to add these, be sure to refer to the job posting, so you can fill in the appropriate information.
- **Skills:** This list will display other skills past users have submitted. Please be aware that anything you add will be visible to other users. Academy District 20 does not maintain this list and is not responsible for the items on this list.
- **Languages:** Please provide any languages in which you can communicate and your proficiency level.
- **Websites:** You are welcome to provide any pertinent websites.

The screenshot shows the 'Application Questions 1 of 2' step in the application process for a Classroom Teacher. At the top, a progress bar indicates the following steps: Quick Apply, My Information, My Experience, Application Questions 1 of 2 (current step), Application Questions 2 of 2, Voluntary Disclosures, and Review. The main content area contains a large text block with the following text: 'Academy District 20 requires all applicants to certify they have or have never been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction). Individuals must report any convictions that occur subsequent to the time of application. Please read carefully and answer every question. If you answer Yes to any of the questions below, please explain in detail.' Below this text is a question: '1. Have you ever been convicted of any felony or misdemeanor other than minor traffic violations? These may include, but are not limited to, a plea of guilty or a plea of nolo contendere, being placed on probation, a deferred sentence or judgement, sex or drug-related offenses, crimes of violence, crimes against a child, unlawful sexual behavior, driving under the influence, driving while ability impaired, being dishonorably discharged from the military, etc.' There is a dropdown menu labeled 'select one' with a downward arrow. At the bottom, there are two buttons: 'Back' and 'Next'.



## Candidate Home: Application - Part 3

Classroom Teacher

Quick Apply My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Review

Are you currently under contract in Colorado? \*

select one

Do you currently hold a license or authorization issued by the Colorado Department of Education? \*

select one

Are you currently a non-probationary teacher in your current Colorado district? (This does not apply to SSP positions)

select one

Did you complete your student teaching/internship in District 20?

select one

Please attach a readable copy of your transcripts. \*

Drop files here

or

Select files

Back Next

## Voluntary Disclosures

The next step includes any voluntary disclosures. These answers are optional and are not used to make any employment decisions.

## Terms and Conditions

The terms and conditions **are** required for all applications. Be sure to read this information carefully. If you agree to the terms and conditions, you will need to click the box marked "I certify my information is accurate and agree to these terms."

## Application Questions (2 of 2)

The second set of application questions may look different depending on the type of job you are applying for. These questions will provide additional information to the hiring manager, human resources, and the interview team. Many of the items provided on this page are listed on the job posting in the "How to Apply" section.

You will want to pay close attention to the requirements for the upload on this page. Some attachments will require one file, while others might require two or three files. **Please be aware that once you submit your application for a position, you will not be able to edit the application. If you are missing any required information you will need to withdraw your application and provide a new application. Human Resources will not be able to add items or change answers to a completed application.**

Classroom Teacher

Quick Apply My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Review

**Voluntary Information: Personal Disclosures**

The information collected here is voluntary and is not used to make any employment decisions.

Gender? \*

select one

Hispanic or Latino? \*

select one

Race/Ethnicity - Single Select \*

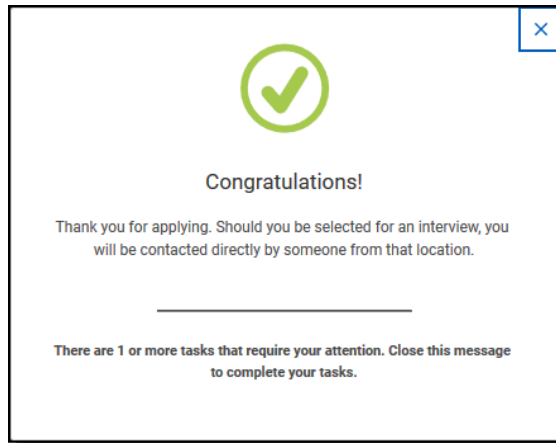
select one

**Terms and Conditions**

I certify that the information contained in this application is true and correct to the best of my knowledge. I agree to have any of the information checked by the school district. I authorize the references listed, as well as any other individuals whom the district contacts (including my current employer, former employers, and any government or law enforcement agency), to provide Academy District 20, any and all information concerning my previous or current employment. I understand that if I limit the district's right to contact persons/organizations deemed necessary by the district, the application may not be considered further. Also, I release all parties and persons from any and all liability for any damages that may result as a consequence of furnishing such information to the district or to any of its agents, staff, members or representatives for purposes related to this application or my employment. I also understand that related skills testing and testing for the presence of drugs and alcohol in my body may be required prior to employment. I agree that with or without an accommodation, I

Back Next

### Candidate Home: Completing the Application



Congratulations! You're almost done with the application process. Your application has been submitted for the position. Remember, you won't be able to make any additional changes to this application now that it has been submitted.

There are a few other items that will require your attention. The first item will be your social security number. The second will be your birth date. These items are not used for employment decisions, but will be a required to do the required background checks should you be recommended for hire.

Update Identifiers

National ID

Country \*  
select one

National ID Type \*  
select one

Identification Number \*  
[text input]

Issued Date  
MM / DD / YYYY

Expiration Date  
MM / DD / YYYY

OK Cancel

Update Personal Information

Date of Birth \*  
MM / DD / YYYY

OK Cancel

### Applying for Additional Positions

Applying for additional positions will give you the option to use the "Quick Apply". You can either use the information from a previous application or upload a new resume. **The quick apply process will only update the "My Information" and "My Experience" sections.** You'll still be required to answer the application questions, upload any required documents, respond to the voluntary disclosures, and accept the terms and conditions. These responses are specific to each application and can therefore not be copied.

Quick Apply My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Review

☒ Use my last application.

☐ Upload a new Resume or CV


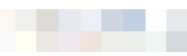
Follow Us

Next

## Candidate Home: Review Documents

After you've completed your applications, you'll want to check your email and the Candidate Home for any relevant notifications. These notifications may require you to provide additional information or complete other tasks.


Please log into Candidate Home and review documents






Please log into Candidate Home and review documents  
Business Process: Offer for Job Application: [redacted] - R0001106  
Subject: Job Application: [redacted] - R0001106 (CANDID  
[Click Here to view the notification details.](#)  
Do not reply to this message. For help, contact the Academy District 20 Help Desk, [help@asd20.org](mailto:help@asd20.org)  
This email was intended for: [redacted]

Reply
Reply All
Forward
...

**Candidate Home Notification**  
**Your Tasks**  




Review Documents  
Status: Awaiting Action


Review  
Status: Step Completed


Review  
Status: Step Completed

## Job Offers

Review Document



Offer Letter 01/03/2020.pdf

We are pleased to present this salary estimate to you. Please know that this salary estimate assumes the information you provided in your application is accurate, verifiable, and demonstrates your qualifications for the position. This salary offer does not create a binding contractual relationship with the district and is conditioned upon completion of any remaining Human Resources processes and approval by the Academy District 20 Board of Education.

Your acceptance of this offer continues the hiring process. Your rejection of this offer withdraws you from consideration for this position.

I Agree ☒

If you are selected as a finalist for a position, you will receive an offer through your Candidate Home. Please review the offer carefully as it will include a salary estimate. This salary estimate assumes that the information you included in your application is accurate, verifiable, and demonstrates your qualifications for the position. The offer does not create a binding contractual relationship and is contingent upon the completion of any remaining processes.

If you accept the offer, select "I agree" and you will continue the hiring process. Rejecting the offer with withdraw you from consideration.

Other information may also be requested during the offer process. This data helps us gather important information for our reporting.

Did you graduate from a District 20 high school?

select one

D20 High School Name

select one

D20 Graduation Year

OK

Cancel

## Getting Help

If you need help, please contact Human Resources through the ASD20 help desk at [help@asd20.org](mailto:help@asd20.org).