* + - Click “Start an application for employment” under External Applicants
		- Click “START”
		- As you complete each section – click the Next Page button in the bottom right corner of the screen
		- You do NOT need to check any boxes in the Positions Desired box – BUT the application you create is live and can be edited at anytime. (This allows you to use this same application once you complete your student teaching to apply to jobs in our district and add positions applying for in the 'Vacancy Desired' section.)
		- Once you have gone through all of the required pages,you need to click the Finish and Submit button at the bottom of the screen.