HOW TO APPLY ONLINE

All applicants must complete an online application. Paper applications are no longer accepted. Please do not mail or bring copies of your application, resume, transcripts, recommendation letters, or additional support documents to the District unless requested. Please call us at 586.439.7024

Completing an Online Application
After accessing the District's online application, you will be asked to create an account that will require a user name and password. Once an account has been created, you will be assigned an application number, which you should note for future reference.
You do not need to complete your entire application at once; however, you must at least create an account for your online application to be saved in our database. Each time you complete a section of the application, you will need to click on the "Save" button for that section of the application. You will not be considered for employment unless your application is complete.
If you do not complete your entire application in one sitting, you will need to return to this website, click on "Human Resources," click on "Apply Now', and log in with your user name and password. You may then click on any section to update/edit your application.

Updating and Editing
It is important for your application to be up-to-date at all times. Please be sure that we always have your correct mailing address, e-mail address, and telephone number(s). Equally important are name changes, additional degrees, new employers, etc.
Editing an application requires you to access our website, click on "Human Resources," then "Apply Now," and log in with your user name and password.

E-Mail Addresses and Telephone Numbers
Making sure that your e-mail address and/or telephone number is current is essential. There may be a time when a position needs to be filled quickly and we may want to contact you to determine your availability and interest in the position.
Additionally, it is the goal of the Human Resources Department to advise applicants who have been interviewed when positions have been filled. E-mail will be our primary mode for communication due to the large number of applicants. Applicants may view the position status of a job at any time.

Application Expiration
We will maintain your application for three calendar years. If you do not edit your application or add a Job Code to the application for three years, your application will be deleted from our database. Each time you edit your application or add a new Job Code, the three-year period begins anew. If your application has been deleted from our database at the end of three years, you will need to complete a new application to be considered for employment.
If you no longer wish to be considered for employment with our district, please let us know to delete your online application from our database.

Apply for Employment Opportunities here