Applying to Positions In *Northampton County Schools*

NC School Jobs
Powered by **PeopleAdmin**

http://www.northampton.k12.nc.us/

Please review this guide for assistance in completing applications:

After clicking the employment link in a district, you will be routed to the district's job board in the new NC School Jobs Powered By PeopleAdmin.

Visit the website of the district of interest and access the Employment section of the site. Click Search to view available positions.

Review the list of available positions and identify the position(s) to which you would like to apply.

Click the Apply icon to begin the application process, then click the green Apply button to enter the application.

Next is the Cover Letter, which may be optional or required for the position. After clicking Continue, if you are not logged in, you will be asked to login or sign up.

Complete the Cover Letter screen, click Continue, then Login to your PeopleAdmin account or Sign Up to create an account for the first time.

When you log in for the 1st time, select preferences then click "Save Preferences" at the bottom of the screen. You will then be routed to the application.
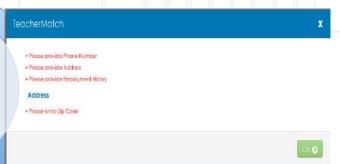
Select Preferences, then complete Application Requirements, which are indicated by a red asterisk.
SSN is optional but submitting may auto-populate North Carolina licensure, education, and other key information.

Add info to sections by clicking the +Add on the right hand side then clicking Save Section. Populate fields by typing and then selecting best fit from the list, if presented. Complete the overall application by clicking Save & Continue at the bottom of the application.

The application is organized by sections, such as Academics, Employment History, etc., which may be required, depending on the position.

Review list of Missing Application Requirements, if presented. Click OK to return to the application and resolve.

If any required application elements are missing, a listing will be shown after clicking Save & Continue. Clicking OK will take you back to the application to add info.

You may be prompted to complete Mandatory Declarations and/or a Job Specific Inventory questions as part of the process, depending on the position.
Note: The Job Specific Inventory questions must be completed in one sitting.

After completing all required sections, click Save and Continue at the bottom of the application. You may be required to complete additional elements.

Additional Tips & Information

➢ You will receive an email after completing an application.

➢ There are four categories of positions (Licensed, Classified, Bus Driver, Substitute) and each may require different information.

➢ Please click "Test your setup" on the PeopleAdmin Sign In screen to understand which internet browsers are supported. Contact support if you have difficulty.

➢ If you forget your password, click on "Forgot Password" to receive a reset email from noreply@teachermatch.net.

➢ If you cannot reset your password or need technical assistance, please call PeopleAdmin support at 1-855-980-0511 (7:00am - 8:00pm EST).