Applying to Positions In Northampton County Schools

People Admin support: 1-855-980-0511 (7:00am - 8:00pm EST)



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

Please review this guide for assistance in completing applications:

	o, district name, zip code ar lobs Category All diate	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.	the Emp	f interest bloymen Click Se	t and acces t section c arch to viev
Click the Apply icon the application proc click the green App to enter the applicat	ess, then ly button	Review the list of available positions and identify the position(s) to which you would like to apply.	RALEIGH, North Carolina, 27603 RALEIGH, North Carolina, 27603 RALEIGH, North Carolina, 27603	End Date Until filled Until filled Until filled	Actions/Apply
Sign In In order to continue with the appl Email Enter your Email Password Enter your password Enter your password Fremember me Forgot If If you stend have a legin, precise she		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.	screen, Login to account	click Co your P or Sign	Cover Lette Intinue, ther eopleAdmir Up to create ne first time.

Select Preferences, then complete Application Requirements, which are indicated by a red asterisk.

SSN is optional but submitting may autopopulate North Carolina licensure, education, and other key information.

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.

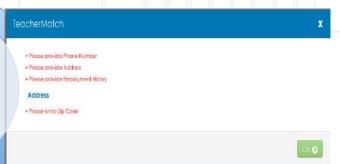
All applicants are required	d to provide the following in	nformation. If you have already p	provided this information previou
continue by clicking on 'So	ave and Continue" button	below. However if this informatio	n has changed, then please upo
Continue".		Required Fie	lds
Personal Information		Regalieurie	
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Salutation (2)	First Name*	Middle Name	Last Name*



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.

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.



Mandatory Declarations After completing all required sections, The District requires all the applicants to answer the following questions. If click Save and and/or updates to the previous response, please feel free to continue to the Continue at the time you responded to these questions, then please update it accordingly. bottom of the application. You may be required to AND/OR complete additional elements. Start Job Specific Inventory 🕦

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.

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).