

FREQUENTLY ASKED QUESTIONS (FAQ)

Substitute Positions

Q: I forgot my username and/or password. How do I retrieve them?

A: To retrieve your username and/or password, go to the main login screen where you would normally enter that information. Below the “Log In” button you will see a link that says “Forgot your username/password.” Click on that link and enter the email address that you used to create your account. Your username and password will then be emailed to you at that address. If you do not see the email in your Inbox, check in your Bulk/Spam/Junk folder.

Q: When I click on the “View Open Positions and Apply” button, nothing happens. Why?

A: When you click on that link, a new “pop-up” browser window will open that will allow you to enter our online application system. If your computer is set to not allow pop-ups, it will prevent the new window from opening and you will not be able to log in or view open positions. If nothing appears to happen when you click on the “View Open Positions and Apply” button, you can either click at the top of your screen where it says “allow pop-ups from this site” or you can change your security settings to allow pop-ups.

Q: What happens if I want to make changes to my application after I have submitted it?

A: Even if you completely submitted your application, you may still make changes to it. All you need to do is go through the application, make the changes, and click the “Submit Application” button again. Your application will then be updated in our system.

Q: How do I insert an institution/degree/major/minor not listed in the drop down box?

A: When you click on the drop down box a list of all the default locations/degrees will appear. At the very top of the list it says “new value not on list.” If you click on the selection, the system will allow you to type in your specific information.

Q: How do I know Personnel received my application?

A: An automatic email will be sent thanking you for your application. You may edit/change your application up until the closing date. Once the closing date/time has passed, you may not change your application and we do not accept additional paperwork (resumes, reference letters, transcripts, etc).

Q: I do not currently have my Washington State teaching or administrator credential. Can I still apply? If so, how do I indicate this in the application? (For certificated substitutes only)

A: Yes, you may still apply. Please indicate by either stating the status of your credential in the “comments” area, or by attaching a Word document to the “credentials” area which states the status. Please note, however, that you **may not work** until the district has **received** a copy of your Washington State credential.

Q: I entered names and email addresses into the “references” section, but it still says the section is incomplete. Why?

A: When you enter a person as a reference, they will automatically get an email from Bremerton School District with a link to an online reference form. In order for the references to be marked complete, the people you listed must open the email, follow the link to the online form, answer the questions and click save. Once the required number of references have been marked complete, you may mark the section complete.

Q: How do I attach a resume, letter of recommendation, or other relevant documentation to my application?

A: Each job posting will tell you exactly what documents you need to include with your application. Attaching documents is required for most certificated/administrative positions and you will be automatically removed from the applicant pool if you do not submit all required documentation. We do not accept paper copies of any documents and you must have your files into electronic form in order to attach them to your application. There are limits to the size of files that can be attached to your application, although the limits are very large so you shouldn't have a problem attaching most documents. If you do exceed a size limit, try saving your file in a different format that requires less space. Please see the job posting for information regarding confidential Placement Files. (We are recommending that they be sent electronically to Personnel to be attached to your file.)

Q: What if I have a letter of recommendation that is not in electronic form?

A: You need to use a scanner to scan the document into a Microsoft Word or PDF file and upload it to your application. If you do not own a scanner, it is your responsibility to locate one and scan the documents into your application file.

Q: Why did I receive an email stating that my application was incomplete?

A: When you receive the email stating that your application was incomplete, it means that the application we received was unfinished or not submitted to Personnel. You must answer all the questions listed and click on the “Submit to HR” button on the main page of your application in order to be considered for a position. If you did not finish or submit your application before the closing date/time, then we did not receive and accept your application. To avoid this from happening in the future, please make sure you answer each question listed and press the “Submit to HR” button on the online application. Even after you click the “Submit to HR” button, you may still go into your application and make changes up until the closing date and time.

If you have further questions, please fee free to email us at:
employment@bremertonschools.org.

2/16/11