



# WESTPORT COMMUNITY SCHOOLS

## Office of Human Resources

**Date:** July 11, 2013

**RE:** Internal Applications

**From:** Mickey Fredericks, Executive Assistant for Human Resources

As of August 01, 2013, our district will begin to utilize SchoolSpring to post all of our job openings. SchoolSpring will also be utilized to manage and streamline our hiring process. Going forward, we will only be accepting applications for employment through SchoolSpring.

To apply for any internal opening you must have a SchoolSpring account. If you do not already have a SchoolSpring account, please follow the attached instructions to sign up for SchoolSpring. Please save these instructions because they also include instructions on how to apply for an internal opening.

Westport Community Schools will continue to place flyers at the district office and individual schools. Please be mindful of the "Job ID" on each posting, as you will be required to enter this on SchoolSpring to apply. If you have any questions about signing up for a SchoolSpring Account and becoming an applicant, please contact SchoolSpring directly at: [support@schoolspring.com](mailto:support@schoolspring.com)

We are excited to be working with SchoolSpring, which will save the district considerable resources, enhance our efforts to "Go Green," and become more efficient in our hiring process.

Thank you!



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### How to Sign Up for SchoolSpring and Apply for Internal Job Postings

Here is the process that you will need to follow to apply for one of the district's job openings.

First...you will need to sign up for a SchoolSpring Applicant Account. You may create a SchoolSpring account at any time or wait until an internal opening has been posted in which you would like to apply.

Signing up for SchoolSpring:

1. Log on to [www.schoolspring.com](http://www.schoolspring.com)
2. Below Job Seekers, find and click the link that says, "Job Seekers Sign Up For Free Today."
3. Complete the Applicant Sign Up Form
4. This will generate a SchoolSpring Applicant username and password.

Second...you will need to enter your Cover Letter or Letter of Intent into your account when you are ready to apply for an internal position.

1. Log on to [www.schoolspring.com](http://www.schoolspring.com) with your newly generated username and password.
2. From your "My Account" page, complete ONLY the COVER LETTER (Letter of Intent) section of the application.

Third...Applying for the job. You will need the SchoolSpring Job ID number. This can be found on the job posting description or on the e-mail you received regarding the posting.

3. From the "My Account" page, click the "Home" button to return to the [www.schoolspring.com](http://www.schoolspring.com) home page.
4. Located the "Quick Search" area
5. Enter the Job ID in the white text box, and press "Go"
6. The job posting will open, and state "INTERNAL APPLICANT FOR MEMBERS OF WESTPORT COMMUNITY SCHOOLS."
7. The screen should display your cover letter and state that each of the other application components is complete.
8. Check the box to electronically sign the application.
9. Click the yellow button to submit.

If you have any questions about signing up for a SchoolSpring Account please contact SchoolSpring directly at: [support@schoolspring.com](mailto:support@schoolspring.com)