

Applying to Positions In *Pender County Schools*

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



NC School Jobs
Powered by PeopleAdmin

www.pendercountyschools.net

Please review this guide for assistance in completing applications:

Keywords
Search for jobs by any keyword, branch name, district name, zip code and more

School/ Dept
Jobs Category
All

Zip Code
State
All

Zone

Search

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.

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

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

Address	End Date	Actions/Apply
RALEIGH, North Carolina, 27603	Until filled	
RALEIGH, North Carolina, 27603	Until filled	
RALEIGH, North Carolina, 27603	Until filled	

Sign In
In order to continue with the application process, please login below

Email
Enter your Email

Password
Enter your password

☐ Remember me [Forgot Password?](#)

If you don't have a login, please sign up here

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.

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.*

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.

Required Application Items for NCDPI

All applicants are required to provide the following information. If you have already provided this information previously a continue by clicking on "Save and Continue" button below. However if this information has changed, then please update "Continue".

Required Fields

Personal Information

Salutation First Name* Middle Name Last Name*

Honors

Honors	Action
No record found.	

Award

Save Section **Cancel**

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

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.

TeacherMatch

- Please provide Phone Number
- Please provide Address
- Please provide Employment History

Address

- Please enter Zip Code

OK

Mandatory Declarations

The District requires all the applicants to answer the following questions, if you have any updates to the previous response, please feel free to continue to the next time you responded to these questions, then please update it accordingly.

AND/OR

Start Job Specific Inventory **Cancel**

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

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