Applying to Positions In Pender County Schools

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



www.pendercountyschools.net

Please review this guide for assistance in completing applications:

Keywords		After eligking the
Search for jobs by any key	word, branch name, district name, zip co	After clicking the employment link
School/ Dept	Jobs Category	in a district, you
	All	will be routed to
Zip Code	State	the district's job
	All	board in the new
Zone		NC School Jobs
	\$	Powered By
	<u>*</u> _	PeopleAdmin.
Search •		

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	2
RALEIGH, North Carolina, 27603	Until filled	2
RALEIGH, North Carolina, 27603	Until filled	2

Sign In

In order to continue with the application process, please togin below

Email

Enter your Email

Password

Enter your password

Remember me • Forgot Fassword*

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

Sign up 0

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 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.

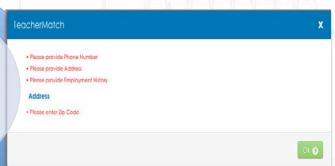
574 574		DPI	
1.00	,	nformation. If you have already s below. However if this information Required Fie	on has changed, then please up
	First Name*	Middle Name	Last Name*
Salutation 🕜	H3FNUHE		



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, 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.
- 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).