

# TRANSFER PROCESS FOR INSTRUCTIONAL EMPLOYEES

Listed below are the two steps an employee **MUST** take to apply for a transfer and select vacancies:

1. Employee must complete the electronic Transfer Request Form  
<http://www.broward.k12.fl.us/instructstaff/transferrequestform.asp>
2. Employee must access and apply for specific vacancies using Applitrack  
<http://www.applitrack.com/broward/onlineapp>

Employees seeking a transfer **MUST** apply for vacancies using Applitrack. Each time an employee wishes to apply for a position, the employee will login to Applitrack, edit their application, and select the vacancy. Employees may apply and be recommended by locations not listed on your Transfer Request Form. All transfers must be approved by Talent Acquisition prior being released to begin at the new location.

## Getting Started

Employee completes and submits the electronic Transfer Request Form and the Transfer short form in Applitrack. The first time the employee signs in to Applitrack, they will be asked to create a user-id and password. After creating the user-id and password, the employee will need to access the applicant site to review posted vacancies so they can apply for specific positions. Below are step-by-step instructions to assist with the process.

**STEP 1:** Log on to <http://www.broward.k12.fl.us/teacher/> to complete and submit the on-line Transfer Request Form.



**Step 2:** Access the online application system via the web, using the following link:

<http://www.applitrack.com/broward/onlineapp/>

1. From the home screen select

Job Applicants	Current Instructional Employees
 <p><a href="#">Start an application for employment</a> <a href="#">Recruitment Event Participant Form</a> <a href="#">Use passcodes sent to me</a> <a href="#">Log in &gt;&gt;</a></p>	 <p>Please do not select this option to apply unless you have reviewed the information below and one of the listed situations applies to you. If one of the listed situations does not apply to you then you must select the "Job Applicants" option to the left even if you are a current employee:</p> <p>Please select this option if you are currently employed with the School Board of Broward County and one of the following applies to you (all others must submit an application using the "Job Applicants" option):</p> <p>You are a current instructional employee requesting a transfer to another location as an instructional employee. NOTE: You must have submitted an online Transfer Request Form to the Instructional Staffing Department and must have received approval to proceed with the transfer process in order to submit the form below. Please contact the Instructional Staffing Department with any questions. <a href="#">Submit a Transfer Form for Vacancy Selection</a></p> <p>You are a current substitute teacher and wish to apply to an Interim or Pool Substitute Teacher vacancy. <a href="#">Submit an Interim and Pool Substitute Teacher Application</a></p> <p>You are a current teacher and are working off a temporary state-issued certificate. <a href="#">Submit an application for an Alternative Certification Program</a></p> <p><a href="#">View Internal Positions</a></p>

2. The first time you sign on, select start to begin the process as you will be asked to create a user name and password. After the initial sign on, select "LOGIN" and enter the user name and password you created.
3. You will be prompted to enter the basic personal information as outlined below. Verify the accuracy of your email address to ensure that you receive any communication.

The screenshot shows the 'Home' page for 'Employment Application'. The main heading is 'Welcome, New Internal Applicant!' with a sub-heading 'Please start your application with Broward County Schools.' Below this is a box with instructions: 'Please carefully review the following information regarding our online application process.' followed by three bullet points: 1. 'You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.' 2. 'The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 25 days later.' 3. 'Your application will be considered "in process" until you complete it. **The school district will have the ability to view it, even if you do not complete it.**'

On the right side, under 'Activities for you:', there are three options: 'START begin the process' (highlighted with a red box), 'LOGIN to existing account', and 'IMPORT from another account'. Below these is a note: 'If you completed an application with another organization that uses the AppliTrack System, you may import most of your data to Broward County Schools.'

**NOTE: The following message will appear if you already have an application on file.**

▶ **Email Address:**

ng@browardschools.com ❌ Not Available  
This email address is currently in use. If you have created an online application with this organization, please [login](#) to your existing application.

Next Page

4. Select the  button to continue.

5. Select the 2<sup>nd</sup> option under 'Current Employment Status' for Transfer applicants and select next page.

Home Employment Application

Navigation:

1. Personal Info
- 2. Current Employment Status**
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Confirmation

I am applying for a new position with Broward County Public Schools.

I am a current Broward County Public Schools Teacher and I am (select one):

- Applying for an Alternative Certification Program
- Requesting a Transfer (regular, guaranteed, hardship - requires submission of an online Transfer Request Form and approval to proceed)

Next Page

6. Enter your mailing address and select next.

Home Employment Application Beatransfer, Iwanna · Log Off

Navigation:

1. Personal Info
2. Current Employment Status
- 3. Postal Address**
4. Vacancy Desired
5. Position Desired
6. Confirmation

Please list your mailing address.

**Permanent Address**

Number & Street:

Apt. Number:

City:

State/Province:

Zip/Postal Code:

Country:

Daytime Phone:

Home/Cell Phone:

7. A list of current vacancies will appear for your review and selection. Review and identify the positions you are interested in applying for then follow the steps outlined.

Home Employment Application Beatransfer, Iwanna · Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
- 4. Vacancy Desired**
5. Position Desired
6. Confirmation

Please check the positions for which you would like to be considered.

Options: [group by location](#) | [search for jobs](#)

**Alternative Certification**

JobID 285: Alternative Certification Programs \*\*Substernal Only\*\*  
Location: Others

**Instructional Elementary**

Art

JobID 533: Art (TEST not active vacancy - DO NOT APPLY)  
Location: ABC School

Elem Primary - Grades 1-3

JobID 536: Elem Primary - Grades -1-3 (TEST not active vacancy - DO NOT APPLY)  
Location: ABC School

Gifted

JobID 537: Gifted (TEST not active vacancy - DO NOT APPLY)

**Substitute**

Substitute Teacher

JobID 534: 2014 - 2015 Substitute Teacher Applicant  
Location: Others

8. Once a job vacancy is selected, by clicking on the JobID, you may be prompted to take additional steps as indicated below:

Please check the positions for which you would like to be considered.

Options: [group by location](#) | [search for jobs](#)

**Alternative Certification**

General

JobID 285: Alternative Certification Programs **\*\*Internal Only\*\***  
Location: Others

**Instructional Elementary**

Elem Kindergarten

JobID 916: Transfer Test Vacancy  
Location: ABC School

How many years of experience do you have in similar positions?

**Action Required!**

In order to be fully considered for this new selection you must:

- Complete any additional questions associated (Use the navigation or the "Next Page" button)
- Resubmit your application (click the "Finish and Submit" button).

OK

Save as Draft **Finish and Submit** <sup>Required!</sup> Prev Page Next Page

9. If you did not select a vacancy, select the subject areas you would like to be considered for and choose "Next". Continue selecting "Next" until you get to "Request for Transfer: Instructional" that will be noted in the left navigation tab.

**NOTE: You MUST make a selection from "Vacancy Desired" or "Position Desired" in order to proceed to the transfer page.**

Broward County Schools - Employment Application

Home | Employment Application

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
- 5. Position Desired**
6. Request for Transfer: Instructional
7. Supplemental Materials [Additional]
8. Interim/Pool Substitute
9. Confirmation

**If you are interested in future openings in the following areas, please check the positions in which you are interested.**

**Athletics**

<input type="checkbox"/> Assistant Athletic Director	<input type="checkbox"/> Assistant Baseball Coach
<input type="checkbox"/> Assistant Baseball Coach: Boys	<input type="checkbox"/> Assistant Baseball Coach: Girls
<input type="checkbox"/> Assistant Basketball Coach	<input type="checkbox"/> Assistant Basketball Coach: Boys
<input type="checkbox"/> Assistant Basketball Coach: Girls	<input type="checkbox"/> Assistant Cheerleading Coach
<input type="checkbox"/> Assistant Cross-Country Coach	<input type="checkbox"/> Assistant Cross-Country Coach: Boys
<input type="checkbox"/> Assistant Cross-Country Coach: Girls	<input type="checkbox"/> Assistant Flag Football Coach
<input type="checkbox"/> Assistant Football Coach	<input type="checkbox"/> Assistant Golf Coach
<input type="checkbox"/> Assistant Golf Coach: Boys	<input type="checkbox"/> Assistant Golf Coach: Girls
<input type="checkbox"/> Assistant Lacrosse Coach	<input type="checkbox"/> Assistant Lacrosse Coach: Boys
<input type="checkbox"/> Assistant Lacrosse Coach: Girls	<input type="checkbox"/> Assistant Soccer Coach
<input type="checkbox"/> Assistant Soccer Coach: Boys	<input type="checkbox"/> Assistant Soccer Coach: Girls
<input type="checkbox"/> Assistant Softball Coach	<input type="checkbox"/> Assistant Softball Coach: Boys
<input type="checkbox"/> Assistant Softball Coach: Girls	<input type="checkbox"/> Assistant Swim Coach
<input type="checkbox"/> Assistant Swim Coach: Boys	<input type="checkbox"/> Assistant Swim Coach: Girls
<input type="checkbox"/> Assistant Tennis Coach	<input type="checkbox"/> Assistant Tennis Coach: Boys
<input type="checkbox"/> Assistant Tennis Coach: Girls	<input type="checkbox"/> Assistant Track Coach
<input type="checkbox"/> Assistant Track Coach: Boys	<input type="checkbox"/> Assistant Track Coach: Girls

10. Complete the basic transfer information.

Home Employment Application

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
- 6. Request for Transfer: Instructional**
7. Supplemental Materials [Additional]
8. Interim/Pool Substitute
9. Confirmation

Please answer the questions below.

**TRANSFER FORM FOR VACANCY SELECTION**

You must select vacancies from the "Vacancy Desired" page and submit to be considered for current vacancies. If you do not see a vacancy listed currently that you have interest in you must select the pool you are interested in from the "Position Desired" page and submit. **NOTE: If you are interested in a vacancy that is opened after your initial submission of this request you must access your application, choose "Edit", and select the additional vacancy you are interested in being considered for.**

▶ Personnel Number (enter as a eight-character number only; example: 00001234):

▶ Please list the subject area(s) you are currently certified in:

Please list any specific training you have completed (e.g. training in working with specific ESE populations, training in a specialized area, etc.):

▶ What student population(s) and grade level(s) do you have experience working with?

11. Sign the electronic application.

By affixing my electronic signature below, I indicate my understanding of the guidelines and terms for Transfers and I reaffirm my understanding that an incomplete form will not be processed. I also confirm that all information submitted is accurate.

▶ Please type your full name in the box below and click where indicated to digitally sign.

▶ Please type your full name in the box below and click where indicated to digitally sign.

 Signed: **Iwana Beatransfer**  
Stamped: Mon Apr 14 15:07:31 EDT 2014; 4/14/2014 2:07:31 PM; 169.139.100.19; Applicant - #3386 - Iwana Beatransfer

12. You may upload supporting documents i.e. resume, references, etc.; for principals to review. Select next to continue.

The screenshot shows a web application interface. On the left is a navigation menu with a blue header 'Navigation:' and a list of steps: 1. Personal Info, 2. Current Employment Status, 3. Postal Address, 4. Vacancy Desired, 5. Position Desired, 6. Request for Transfer: Instructional, 7. Supplemental Materials [Additional], and 8. Confirmation. Step 7 is highlighted with a red box. On the right, there is a message box with a blue speech bubble icon: 'District administrators request the following items for their review. Click 'Add File' to submit a file electronically now. If you cannot upload your documents, be prepared to provide them should you be called for an interview. PLEASE DO NOT SEND US PAPER DOCUMENTS. Note: You assure that we have a complete record of your candidacy if you upload all materials yourself.' Below this is a table with two columns: 'Type' and 'Status'. The table contains two rows: 'Current Resume (strongly suggested)' and 'Other (Copy of FL Educator Exam Score Report, Statement of Status of Eligibility from the FLDQE)'. Each row has a blue 'Add File(s)' button next to it, both of which are highlighted with red boxes.

13. If "REQUIRED" sections were not completed, they will be identified in this step. You MUST submit the application to proceed with the transfer process.

The screenshot shows the application process. At the top, there are tabs for 'Home' and 'Employment Application', and a user profile 'Beatransfer, Iwanna' with a 'Log Off' link. On the left is a navigation menu with a blue header 'Navigation:' and a list of steps: 1. Personal Info, 2. Current Employment Status, 3. Postal Address, 4. Vacancy Desired, 5. Position Desired, 6. Request for Transfer: Instructional, and 7. Confirmation. Step 7 is highlighted with a red box. The main content area features a large message box with a red border, a blue speech bubble icon, and the text 'Your Application is not yet submitted.' Below this is a sub-header 'Please read the following before submitting your Application.' followed by a bulleted list of instructions: 'You should print preview your Application. You may need to download Adobe Acrobat if the print doesn't work. This is what hiring administrators will see.', 'If you do not wish to submit your Application yet, click save as draft.', 'If you want to mark your Application as 'completed' and submit it to Broward County Schools for review, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link, to continue working.', and 'Upon submission, your application will become active in our files. You will be notified by email when your application expires so that you can log in and re-activate it if you wish.' At the bottom of the message box is a large grey button labeled 'Submit Application', which is also highlighted with a red box.

14. Your application has been submitted on Applitrack.

The screenshot shows the application process. At the top, there are tabs for 'Home' and 'Employment Application', and a user profile 'Beatransfer, Iwanna' with a 'Log Off' link. On the left is a navigation menu with a blue header 'Navigation:' and a list of steps: 1. Personal Info, 2. Current Employment Status, 3. Postal Address, 4. Vacancy Desired, 5. Position Desired, 6. Request for Transfer: Instructional, and 7. Confirmation. Step 7 is highlighted with a red box. The main content area features a large message box with a red border, a blue speech bubble icon, and the text 'Finished!' followed by a green checkmark icon and the text 'Your Application was submitted to Broward County Schools. You will receive an automated confirmation email momentarily. Be sure to read it as it may contain further requirements regarding your candidacy.' Below this is a note: 'Note: The email is sent from mailbot@applitrack.com. Depending on your email settings, you may need to add it to your "Allowed Senders" list or it may be delivered to your junk mail folder.' There is a 'Show/Hide Email Text' link. The main message reads: 'This message confirms submission of your online Application to Broward County Schools, at 4/14/2014 2:09:21 PM Central Time. Please review the messages and summary below.' Below this is a section titled 'Instructional Elementary' with the text: 'This is a confirmation that the district has received your application. Please add "mailbot@applitrack.com" to your safe email list to avoid placement of emails from the application system into your junk folder.' At the bottom of the message box is the text 'Broward County Public Schools Staffing', which is also highlighted with a red box.

15. A summary of your subject selection for consideration will appear, in addition to any vacancies you selected. Remember to edit your application frequently to apply for new vacancies. Vacancies are posted daily.



## **UPDATE YOUR APPLICATION AND APPLY FOR VACANCIES**

- Log in to Applitrack using the user id (email) and password you created. Choose the “EDIT” button



to modify your application and apply for newly posted vacancies.

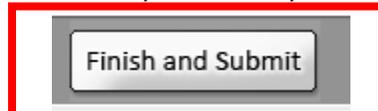


Choose “Vacancy Desired” in the Navigation tab

- Review the vacancies displayed and make your selection(s) by checking the box next to the Job ID:



- You may continue by clicking “next screen” to review your other screens or choose



- Once you choose “Finish and Submit”, the hiring administrator will be able to review your application information.

**NOTIFICATIONS FOR INTERVIEWS AND POSITION STATUS MAY BE SENT TO YOUR EMAIL, SO CHECK IT FREQUENTLY.**