

Internal Application

The District is now gearing-up for staffing for SY 2017-18. I wanted to remind you of one staffing related change to our bargaining agreement. The process for *voluntary transfer* has changed. It is now an internal application.

The internal application is an abbreviated version of the regular application. To access the application, simply click on the *Internal Applicants* link on jobs.bethelsd.org. The application only has to be completed once, but must be done each year as applications expire annually. Then, all you have to do is log on and click apply for each position you're interested in. Return as often or as little as you like to apply for additional positions.

Unlike the former *voluntary transfer*, this process is available year-round. More information can be found in Article 23, Section 3 page 38 (contract is on our website, bethelea.net)

Step By Step Instructions

Internal Application

1. Go to the District Website and click on **Jobs** at the top.
2. Click on submit an **internal application**
3. All areas with a **red asterisk** are required
4. You will have to fill out at least two parts of the section on **work experience** (what your present position is). The rest of this section can be skipped if you do not have any other work experience to enter (click on next page at the bottom).
5. In the reference section, you need to use **three references**.
6. You should be ready to **submit** your internal application
7. Your application will be saved and ready to use if you wish to apply for a position.
8. To apply for a position, log on and click apply on the positions you are interested in.
9. You must apply for every position you are interested in.