



# Applying for Employment at Fort Wayne Community Schools

**Thanks for your interest in joining the dedicated team at Fort Wayne Community Schools!**

Our mission is to educate all students to high standards enabling them to become productive, responsible citizens. We are glad that you want to be part of making a difference for the young people in our community! Please use this information as a guide for starting the application process.

## ► **STEP 1: ACCESSING THE JOB WEBSITE**

Access the website at [www.fwcsjobs.org](http://www.fwcsjobs.org).

You may browse all job opportunities or choose to browse jobs by category (Certified/Teacher, Administrative/Professional, Coaching, or Non-Teaching/Support).

Each job posting will include relevant information including descriptions, requirements, qualifications, and compensation.

## ► **STEP 2: CREATING YOUR ONLINE APPLICATION ACCOUNT**

When you are ready to start the process of applying, return to the [www.fwcsjobs.org](http://www.fwcsjobs.org) homepage and click on the “External Applicants Must Login Here” icon toward the bottom of the page.

You will be directed to the Fort Wayne Community Schools Applicant Login screen. Select the “**Create New Account**” option to create an account and establish your username and password. Keep track of your username and password as you may need them to log back into your account later.

**Important:** You will be asked to select an Applicant Type when creating your new account. This cannot be changed later so please make sure to choose the correct Applicant Type based on the positions of interest. If you wish to apply to positions in multiple job categories, you must create a separate application account for each type.

Applicants who have previously created any one of the online applications need only to enter the username and password for the type of application created in order to log in to the existing application.

### ► **STEP 3: COMPLETING YOUR ONLINE APPLICATION**

After completing the initial steps for creating your application account, you will need to fill in the details of your application, including basic information, previous employment history, etc. Please be sure to complete each section as fully and accurately as possible. **All applicants must upload a current resume into the Attachments section.**

Please note, FWCS requires all applicants to provide full employment history for at least the past 10 years. We also require supervisory references for the past 5 years of employment. Be sure to meet both of these requirements to avoid potential delays later in the process.

### ► **STEP 4: SELECTING AND APPLYING FOR POSITIONS**

When your application is complete, you will be able to apply to positions within the job category that matches your applicant type.

To apply to specific positions, log into your application and go to your home screen. Click on the “**Jobs**” option toward the top of the page. A drop down menu will appear. Select “**All Jobs**” from the drop down menu to see the full list of available positions in that job category.

Carefully review all postings for job qualifications and position requirements before selecting the “**Apply for this job**” icon found within the active job posting. Each posting will also contain detailed information about job functions so you can identify which position(s) will be a strong fit. You may verify that you correctly applied to a posting by selecting the “**Applied Jobs**” link under the “**Jobs**” tab toward the top of the screen.

**Please note, applicants who have applied to a posting will only be contacted if selected for an interview.** Otherwise, the status of postings or applications will not be given. You are able to review your application and applied positions at any time by logging back in to your application.

### ► **HELPFUL TIPS:**

- Always maintain a valid email address with your application. If you have forgotten your username or password, you may use the “**having trouble logging in?**” link on the login screen to request assistance by using the Account Recovery screen. If you no longer have the same email address, please call Human Resources for assistance at 260.467.2132.
- New postings are added every week so check back regularly to find out if you are qualified for any newly opened positions.
- Follow us on social media to keep up-to-date with job postings and other helpful information about employment at FWCS.
  - Facebook: [www.facebook.com/FWCSJobs](http://www.facebook.com/FWCSJobs)
  - Twitter: [www.twitter.com/FWCS\\_Jobs](http://www.twitter.com/FWCS_Jobs)
  - LinkedIn: Search for Fort Wayne Community Schools