



## Online Application System First-Time Users

**NOTE: You will know your application was successfully submitted when you receive a Thank You screen after you complete and submit the application AND you receive a Confirmation Email which includes the position title and location of the job. If you need assistance, please contact (843) 937-6369.**

- Select Search and Apply for jobs
- Select a Job Category (Classified, Substitute Teacher, or Temporary)
- Select a Position Title
- Select Submit your application
- This enables you to:
  - Create a Username (Email Address) and Password
  - Create an applicant profile (which includes your personal information and the ability to upload or copy and paste your résumé)
  - Create an Application for Employment (please complete the entire application in addition to your résumé)

Note: Once you have successfully applied for a position, you will receive a Thank You screen.