

Applicant Central


Portage Public Schools' Online Application/Job Posting System

Welcome! Thank you for your interest in Portage Public Schools. This documentation walks you through the process of creating an account and applying online via our Applicant Central system.

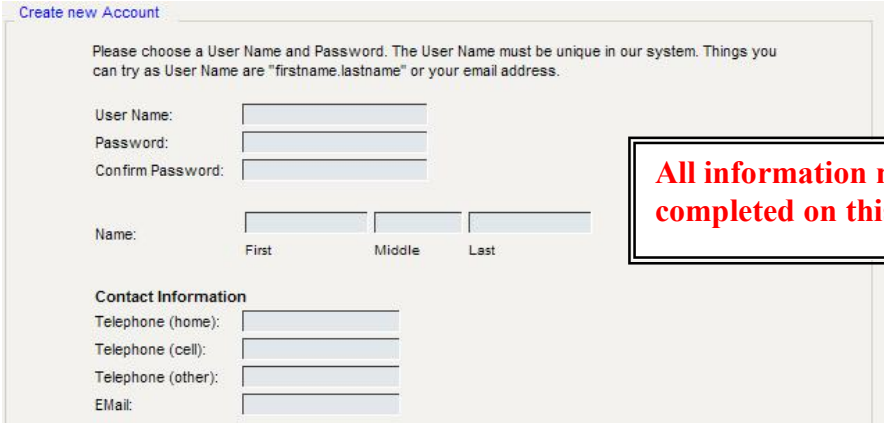
If you are unable to complete an online application, please contact Human Resources at (269) 323-5174 so that we can assist you. It is important that you file a completed application.

*8111 South Westnedge Avenue
Kiosk located on the 2nd Floor in Human Resources Department
Available from 8AM – 4PM Monday through Friday*

Getting Started – Creating An Account

1. Go to our online system: <https://hr.portageps.org>
2. If this is your first time accessing the site, click the  button to get started
3. You will be presented with a screen where you have to choose a user name and password (see screen shot below), enter your name, and contact information.

Your name, your telephone number OR e-mail address needs to be completed for consideration of employment at Portage Public Schools.



Create new Account

Please choose a User Name and Password. The User Name must be unique in our system. Things you can try as User Name are "firstname.lastname" or your email address.

User Name:

Password:

Confirm Password:

Name:

First Middle Last

Contact Information

Telephone (home):

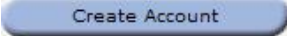
Telephone (cell):

Telephone (other):

E-Mail:

All information needs to be completed on this screen

4. Please carefully read the disclaimer and type your full name in the boxes where requested. Once you have completed this information, click the

 button to finish creating your account.

Made a mistake and need to start over? Click the

 button to clear the page and start over.


Your user name and password will be e-mailed to the e-mail address you provided

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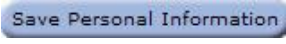
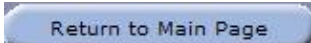
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Completing the Online Application – Personal Information

Can't complete the application all at once? That's OK. Save your work where you are, and log out. You can always come back and fill in the rest of the information at a later date. Please note that applications with incomplete sections #1 - #4 will not be considered.

1. All applicants are required to fill out sections #1 - #4. Click the  button to get started (see screen shot below).

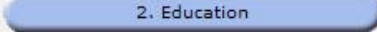

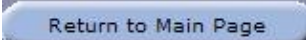


2. Personal Information
 - a. **Applicant Information:** Please complete the contact information as completely as possible.
 - b. **Job Interests:** Please check all the areas that interest you.
 - c. **Personal Information:** Please complete the information as completely as possible.
 - d. **References:** Please fill out the reference information completely including the reference name, contact address, and telephone number.
 - e. **Personal Statements:** Please include any additional information that you think would be helpful for us to know.
3. Equal Opportunity Employment Statement
 - a. Please read the Equal Opportunity Employment statement at the bottom of the page and click the check box to confirm the information you have supplied is true and correct.
4. When you have completed this section, click the  button to save your information.
5. Click the  button to move on to the Education section.



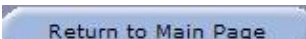
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Completing the Online Application – Education Information

1. All applicants are required to fill out sections #1 - #4. Click the  button to get started completing the Education section.
2. Education Information
 - a. **High School Information:** Please complete this section as completely as possible.
 - b. **College Information:** Please complete this section as completely as possible.
3. When you have completed this section, click the  button to save your information.
4. Click the  button to move on to the Work History section.

Completing the Online Application – Work History Information

1. All applicants are required to fill out sections #1 - #4. Click the  button to get started completing the Work History section.
2. Work History
 - a. **Work History:** Please complete this section as completely as possible, listing your work experience chronologically.
 - b. **Contacting Present Employer:** Please indicate whether we are able to contact your present employer or not.
 - c. **Waiver:** Please read the waiver and check whether or not you agree to it. If you do NOT agree to the waiver, please type your reason into the box provided.
3. When you have completed this section, click the  button to save your information.
4. Click the  button to move on to the Upload Attachments section.

Completing the Online Application – Upload Attachments

This section is where you are able to submit a resume, recommendations, transcripts, or certificate information. The following file formats are accepted: jpg, tif, doc, pdf, and gif. Follow the directions on the page to upload your information.

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Completing the Online Application – Additional Required Sections

If you are applying for a specific position (i.e. teaching, support staff, or administrator positions), please complete the appropriate areas in the Additional Required sections.



Teaching Positions

- Please complete Student Teaching, Teaching Certificate, and Teacher Supplemental sections

Administrator Positions

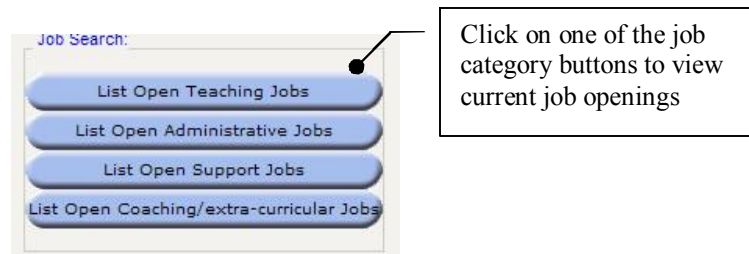
- Please complete the Administrator Supplemental section

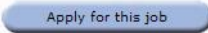
Support Staff Positions

- Please complete the Support Staff section

Searching Openings/Applying for Positions

Once you have completed the application, you can search the current job openings by category type in the Job Search by simply clicking on the button.



To apply for a job, click on the job title that appears in **bold**. Then click the  button to apply for that specific position.