



Valdez City Schools
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Thank you for your interest in Valdez City Schools!

Recently, we adopted Frontline Education's Recruiting and Hiring application. This enables us to post all of our open positions in one central location that interested applicants may also use to submit an online application. The following are the instructions for how to navigate the online application process.

EXTERNAL APPLICANTS

1. Begin by going to <https://www.applitrack.com/valdezcityschools/onlineapp/>
2. If you wish to view the positions Valdez City Schools currently has available, select “All Jobs” under the “Vacancies” heading on the left-hand side of the page.
 - a. If you are not interested in any current openings, you may establish a pre-employment file by completing an online application. Your application will remain on file for one year.
3. When you have determined which position to apply for, select “Start an application for employment” under the External Applicants tab.
4. Select one of the following options on the right-hand side.
 - a. “Start”- Use this option if you have never logged into Frontline Education Recruiting and Hiring before and need to create a new account.
 - b. “Log In”- Use this option if you have begun an application with Valdez City Schools.
 - c. “Import”- Use this option if you have a Frontline account from applying to another district that uses Frontline Recruiting and Hiring.
5. After you have selected one of those options, fill out the required information and follow the instructions that will guide you through completing the application. You may save your application and finish it later.

INTERNAL APPLICANTS

1. Begin by going to <https://www.applitrack.com/valdezcityschools/onlineapp/>
2. Select “Submit an internal application/transfer form.”
3. Select one of the following options on the right-hand side.
 - a. “Start”- Use this option if you have never logged into Frontline Education Recruiting and Hiring before and need to create a new account.
 - b. “Log In”- Use this option if you have begun an application with Valdez City Schools.
 - c. “Import”- Use this option if you have a Frontline account from applying to another district that uses Frontline Recruiting and Hiring.
4. After you have selected one of those options, fill out the required information and follow the instructions that will guide you through completing the application. You may save your application and finish it later.