



TeacherMatch Application Helpful Hints

Thank you for applying for a position with Adams 12 Five Star Schools. The district's applicant tracking system for ALL job openings is TeacherMatch. If you have questions applying for a position, please refer to the helpful hints contained in this document.

You may also contact TeacherMatch support at 1-855-980-0511 or Adams 12 Human Resource Department at 720-972-4068.

Browse/Apply for a Job:

- ✓ To view a job posting, click on the Actions/Apply icon on the Adams 12 Job Board. To apply for the position, click Apply.

Before you begin the online application:

- ✓ **USE CHROME!** Do not use Internet Explorer as your browser while using TeacherMatch.
- ✓ The application may take approximately one hour to complete.
- ✓ A valid email address is required.
- ✓ Teaching positions only: If you are external certified applicant applying for an instructional position (i.e. teacher), you will be asked to complete the EPI (Educator's Professional Inventory). This inventory will take 45 – 90 additional minutes.
- ✓ **RESUME:** Prepare/update your resume. A resume is not required but it is highly recommended. You will be asked up upload an electronic version of your resume.
- ✓ **3 PROFESSIONAL REFERENCES:** You will be asked to provide at least 3 professional references. You will need their name, job title, phone number and email address.
- ✓ The TeacherMatch application is used by several different districts across the United States. Once you apply for a position, your demographic data will be saved on the TeacherMatch network. Therefore, you will be asked TeacherMatch specific questions that may or may not relate directly to Adams 12. For example, TeacherMatch requires that you list which region(s) of the United States you wish to work when you first apply for a position.

Navigation Hints:

❖ Registering/Logging in:

- ✓ Once you click on Apply, you must login or register as a new user. If you are a new user, you will receive a TeacherMatch email to verify your account.
- ✓ After you log in, the system will ask you Employee Status Check questions. If you are a current or former employee, you will need to answer questions about your work location and dates of employment. If you do not have your exact dates of employment, you can use an approximate date.

❖ Demographic Section:

- ✓ Please complete this section. Any field with a red asterisk is required. If you click on the “ ? ” mark by a field name, it opens up help text.

❖ Education/Academics Section (This section is required):

Academics* ?

+ Add a School

School/Dept	Dates Attended	Degree	GPA	Field of Study	Transcript	Actions
No record found.						

- ✓ Add your education information by first clicking on the “ADD A SCHOOL” link located on the right-hand side of the page.

Academics* ?

+ Add a School

School/Dept	Dates Attended	Degree	GPA	Field of Study	Transcript	Actions
No record found.						

Degree / Diploma ? I cannot locate my degree School/ Dept My School is Not Listed Field of Study My Field is Not Listed

High School or GED

Dates Attended

Select To Select

Transcript/Diploma/Certificate ?

Choose File No file chosen

Clear

GPA ?

Cumulative

- ✓ If your highest educational level is a High School Diploma or GED, click on “Add a School” and then type “high school.” The field name will populate for you to select from. Then click on “My school is not listed” and select “Other.”
- ✓ If you are a student, currently in high school, type “No degree.” The field name will populate for you to select from. Then click on “My school is not listed” and select “Other.”

- ✓ If you have a degree, type the first letters of the type of degree (i.e. Bachelor) then select from the list.
- ✓ Dates attended may be required.
- ✓ GPA may be required (an approximate GPA is sufficient if the actual GPA is not known).

❖ **Employment History Section (This section is required):**

Employment History*

+ Add Employment

Role	Organization/Emp.	Type	Duration	Type of Role	Actions
No record found.					

Save Section Cancel

- ✓ Add your employment information by first clicking on the “ADD EMPLOYMENT” link located on the right-hand side of the page. Please complete this section even if you included your resume. Human Resources qualifies applicants for positions based upon the specific duties or responsibilities listed in the Employment History section or on your uploaded resume.
- ✓ You may Save the employment history section only by clicking “Save Section.” By clicking “Save Section” you have not completed the entire application but you have saved that particular section only.

❖ **References Section (This section is required):**

References

+ Add Reference

Ref Name	Title	Organization/Emp.	Email	Rec. Letter	Contact No	Can Contact	Actions
No record found.							

Save Section Cancel

- ✓ Add your professional references by first clicking on the “ADD REFERENCE” link located on the right-hand side of the page. Please complete this section even if you included your list of references on your resume or on a separate document. TeacherMatch can send eReferences out via email if this section is complete.

❖ **Additional Application Hints:**

- ✓ The remainder of the application follows a similar format as the sections listed above.
- ✓ You may upload your resume or other related documents. An uploaded resume is highly recommended.
- ✓ Once you click on “Save & Continue,” you will receive a red warning listing any missing required fields. Once you successfully submit your application, you will receive a pop-up message stating your application was received.

Thank you for your interest in Adams 12 Five Star Schools. We review applications on a rolling basis and reach out to candidates directly for next steps. We wish you the best of luck in your application search!
[Click here to go back.](#)

- ✓ You may be asked to complete District Specific Questions regarding your age range and/or your educational level.
- ✓ You may be asked to complete the EPI.
- ✓ Once you return to the application, you will be on the Dashboard page.

BECAUSE TEACHERS MATTER MOST

Dashboard
Portfolio
Job Opps
Job Preferences
Power Profile

Personal Planning	Status	Actions
Job Preferences	Completed	
Power Profile	28	
Portfolio	Complete Now	
Educator's Professional Inventory ?	Not Required	
Job Specific Inventory	Completed	

You have 0 Incomplete Job Specific Inventories

Jobs of Interest	District Name	Actions
Teacher-Math	ADAMS 12 FIVE STAR SCHOOLS	
Site Aide	ADAMS 12 FIVE STAR SCHOOLS	
BASE Site Leader	ADAMS 12 FIVE STAR SCHOOLS	
Teacher-Fifth Grade	ADAMS 12 FIVE STAR SCHOOLS	

You have 99 Not Applied and 1 Withdrawn See All

Communications	Status	Actions
Portfolio Report	Incomplete	

Job Applications	Status	Actions
Custodian	Completed	
Custodian	Completed	
Bus Driver Trainee	Completed	

You have 3 Complete, 0 Incomplete, and 0 Timed Out See All

- ✓ The dashboard lists all of the jobs applications you have submitted and if the application is complete or incomplete. If you wish to complete any section, click on the “Actions” icon listed next to the name.