

**The Cypress-Fairbanks Independent School District (CFISD) on-line application requires specific information. It will be helpful for you to have the following information available before you proceed with the on-line application:**

1. Personal information regarding past cities, states, and counties of residence since age 18
2. Graduation dates from high school, college (undergraduate), or graduate school (post-bac studies).
3. Number of college credits (not a required field, but included on application)
4. Overall GPA (not a required field, but included on application)
5. Names, addresses, phone numbers, and if possible, email addresses for the five (5) required references.

**It is suggested that you print these instructions for reference as you proceed with the on-line application. It is also important to note that you will be able to save separate portions of your application and, if necessary, return to them for a period of thirty (30) days after starting the application.**

### ***STEP-BY-STEP INSTRUCTIONS FOR ON-LINE APPLICATION***

**WELCOME PAGE:** Allows you to register, log-in, review positions, or access applications.

**LOG IN BOX:** *When you begin your application, you will have two (2) options:*

1. Register for a "New User Account" **(if you have not previously registered)**
2. Log in to Job Application Center **(for returning applicants)**
  - o You may click on this link to return to your application or to apply for another position once you have completed your first application.

**Registration Page for New Users Only:** *Registered/Returning users should bypass these Instructions and go to "Log in to Job Applicant Center".*

***All fields are required.***

- Social Security number – must include dashes (xxx-xx-xxxx)
- Must provide a valid, working email address. *This email address is used for important correspondence from the Human Resources Department and the applicant system. If you do not have email, please consider utilizing a free service such as Gmail, Yahoo or Hotmail.*

***CLICK SUBMIT WHEN FINISHED.***

**Message Screen for New Users Only:**

You will be given two (2) important pieces of information at this point. **Please write them down!**

1. Log-In/User ID: \_\_\_\_\_
2. Password: \_\_\_\_\_ **(Password is case sensitive.)**
  - o You will immediately receive a confirmation email containing this information. **Please save this email for future reference!**
  - o Go to the upper right corner of your screen and click on "LOG-IN".

**Registered/Returning Applicant – Log in to Job Applicant Center:**

- Enter your User ID (a number) and Password (this is case sensitive).
- A new page will appear.
- You can also choose to edit previous applications by clicking on the “Edit” function shown in blue.
- In the lower left of your screen will be **JOB CATEGORIES**.
- Click on the Job Category for which you are applying.
- You will be directed to all the JOB OPENINGS under that category.
- Click on the JOB OPENING for which you are applying.

**APPLYING FOR A JOB OPENING:** *This is for all applicants.*

You will see the following:

- Job Opening Information
- Fill Out Application
- Back to Job Opening List

CLICK ON “FILL OUT APPLICATION”

- **NEW APPLICANTS** will see two (2) options:
  1. BLANK APPLICATION
  2. RETURN TO JOB LISTINGS

Click on BLANK APPLICATION

- **RETURNING APPLICANTS** will see three (3) options:
  1. BLANK APPLICATION
  2. APPLICATION WITH LOADED CONTENT
  3. RETURN TO JOB LISTINGS

At this point, you can save time by choosing from previous applications listed in the drop down box. This will enable all of your prior basic information to be automatically added to the new application. Or, you may choose to begin a new application.

- You can also see all previous applications that are *STARTED, BUT NOT COMPLETED*.
  - The number of days left to complete any unfinished applications will be listed, along with the original date the application was started.
  - ***You have thirty (30) days to complete an application before it is deleted, requiring you to begin again.***

**DEMOGRAPHIC INFORMATION:** *This is for all applicants. This information will serve to begin your Background Check. Please be as accurate as possible and answer all questions as accurately as possible. This information will be kept confidential as outlined in the application disclaimer. All fields marked with a red asterisk (\*) are required.*

- **CURRENT ADDRESS**  
All areas are required.  
Must include COUNTY in this section.
- **PERMANENT ADDRESS**  
Fill in if different from current address.  
Please include COUNTY in this section.
- **PREVIOUS ADDRESSES:** *This is part of the complete background check.*  
Specific street addresses are needed.  
Begin at eighteen (18) years of age to present.

**CLICK ON SAVE AND CONTINUE.** You will be directed to the next page.

**EDUCATIONAL INFORMATION:** *Begin with the last degree or college/university attended.*

- Use the drop down box to locate your college/university. If not, use the “OTHER” box.
- **Degree:** Select from drop down box.
- **Major/Minor:** Select from drop down box. If major is not available, use the “OTHER” function to fill in the box.
- **GPA:** *This is not a required field*
- **Credits:** If you are not absolutely sure of credits, approximate as close as possible.  
*This is NOT a required field.*
- **Graduation Date:**

- May use calendar function or place dates in blank.
- Use the **mm/dd/yyyy** format to insert dates

You must use the HIGH SCHOOL LEVEL and then add others for college degrees.

- In the drop down box, choose “High School”. It is listed under alpha “H”.
- Choose “Other” for Major
- Choose “High School” or “GED” for degree
- Must put graduation date for high school/GED

**CLICK ON SAVE AND CONTINUE.** You will be directed to the next page.

**REFERENCES:** Five (5) *references are required.* It is your responsibility to distribute the forms and let your referent(s) know to fax or mail the completed form to our office. Please note that the Substitute and Paraprofessional Offices accept references from the other divisions of Human Resources. References expire after one year and must be resubmitted. *Please read the following information carefully:*

- References should include the following. Items marked with an asterisk (\*) are required.

Current principal if currently employed with a school or district\*

Other principals under whom you have worked, if any\*

Assistant principals

Recent supervisors, employers, professors, or persons who have observed or evaluated your work\*

If you have not worked in recent years, please use volunteer work or anyone who can attest to your work habits and interaction with children

**Please Note: You will be able to download the reference form after submitting this application. Before you distribute the form, be sure to do the following:**

- **Print your name, on-line application ID number and the job openings for which you are applying.**
- Sign all of the forms.
- Return the form by one of the following ways:
  - By Fax to 281-517-2106
  - By Mail to:

Cypress Fairbanks ISD  
Human Resources Department, Suite 229  
10300 Jones Road  
Houston, Texas 77065

**CLICK ON SAVE AND CONTINUE.** You will be directed to the next page.

**WORK EXPERIENCE:** This is for all applicants. *Begin with your current or most recent employment as “Work Experience 1.”*

- If this is your CURRENT place of employment, please check the box indicating such.
- Areas marked with a RED asterisk (\*) are required.
- If you enter the date without the calendar functions, use the **mm/dd/yyyy** format.
- “Reason for Leaving” has very limited space for entering information.
- Be specific in areas of responsibility and duties.

**CLICK ON SAVE AND CONTINUE.** You will be directed to the next page.

**GENERAL QUESTIONS:** You must answer **all** of the questions as listed. Please take your time in responding to these questions and check your work for spelling and grammatical errors.

**CLICK ON SAVE AND CONTINUE.** You will be directed to the next page.

**JOB RELATED QUESTIONS (if any):** You must answer **all** of the questions as listed. Please take your time in responding to these questions and check your work for spelling and grammatical errors.

**CLICK ON SAVE AND CONTINUE.** You will be directed to the next page.

**ATTACHMENTS:** The following attachments add more information to your application. They must be sent in one of the following formats:

1. .doc (Word )
2. .txt
3. .pdf (Adobe)

- Résumé
- Evaluation of foreign transcripts from a credential evaluation service. Access these services at <http://www.naces.org>.

**PLEASE NOTE:** When attaching documents, please send them with a file name that indicates the documents belong to you. For example:

- jane doe resume.pdf

**PLEASE NOTE:** All of your attachments are linked to this application only. If you apply for multiple positions, you must attach all of your documents to each individual application. Attachments do NOT automatically upload as part of the "Application with Loaded Content."

**CLICK ON SAVE AND CONTINUE.** You will be directed to the next page.

**REVIEW APPLICATION:** You may now review your application.

- Check for typing, spelling or general writing errors and edit, if needed.
- Make sure your application is complete.
- Print your application for your records before submitting.
  - Please note that depending on your Internet browser, you may have to hold down the "Shift" key while pressing the PRINT button.

### **SUBMIT APPLICATION**

- Clicking on this button constitutes an electronic signature indicating the information you provided is true and accurate. If you are NOT ready to submit your application, click on EXIT APPLICATION.

### **LAST STEP AFTER SUBMITTING APPLICATION:**

- A screen will appear thanking you for submitting your application.
- You can now **download and print out the reference forms** for distribution to your supervisors by clicking on the **blue** reference link. Please remember that five references are required.
- You may log out or submit another application.

**WHAT HAPPENS NEXT:**

- If you have successfully submitted your application, you will be sent a confirmation email, provided you have a working email address.
- Click on the following link:
  - <http://www.cfisd.net/humanres/apps/onlinepara.htm>
  - Follow Steps Five, Six, and Seven
- All applications are reviewed by the Human Resources Department. If selected for a screening interview, you will be notified by phone.

***Thank you for your interest in the Cypress-Fairbanks Independent School District!***  
*An Equal Opportunity Employer*