

## THIS IS HOW YOU APPLY TO AN ESY POSITION FOR THE SUMMER OF 2018

If you are applying for an ESY position and are currently a contracted employee with Toms River or are a board approved substitute, paraprofessional or educational service professional or have previously worked for the summer program, you are eligible.

1. Please click on the link that says “Learn More”:

Career Opportunities | Toms River Regional Schools

www.trschools.com/employment/

# Employment

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### Welcome to the Employment Center

**Part Time/Stipend Positions**

**Professional Development Opportunities**

**Extended School Year Program (ESY)**

**Substitute/Part-time Opportunities**

**Full-Time/Long-Term Opportunities**

Welcome to the Toms River Regional Schools Employment Center. Full-time and substitute applications are accepted online only on a rolling basis, twelve months a year. The ability to apply for a position does not indicate a vacancy. If a current vacancy exists, it will be listed in on the left under vacancies on the Applitrack application site.

While you do not need to complete the online application in one session, your application is not active until it is complete and submitted. You will receive an automatic e-mail once the application has been completed. If you have any questions, please contact the personnel listed under the department.

Applicants who have already filled out applications should always apply to a position when it is posted. Simply sign in to your application and click on the posted position. Applicants can then check off the position they are interested in.

### Apply Now!

Start an application for employment

Please follow the link below to begin the application process.

[Learn More »](#)

2. Go to the **“INTERNAL APPLICANTS”** section and click LOG IN. Here you will log in, or create a username and password to create your account.

The screenshot shows the AppliTrack website for Toms River Regional Schools. At the top, there is a browser window with the URL [www.applitrack.com/trschools/OnlineApp/default.aspx](http://www.applitrack.com/trschools/OnlineApp/default.aspx). Below the browser window is a navigation bar with a search box labeled "Job Search:" and a "SEARCH" button. The main header features the AppliTrack logo and the text "Toms River Regional Schools".

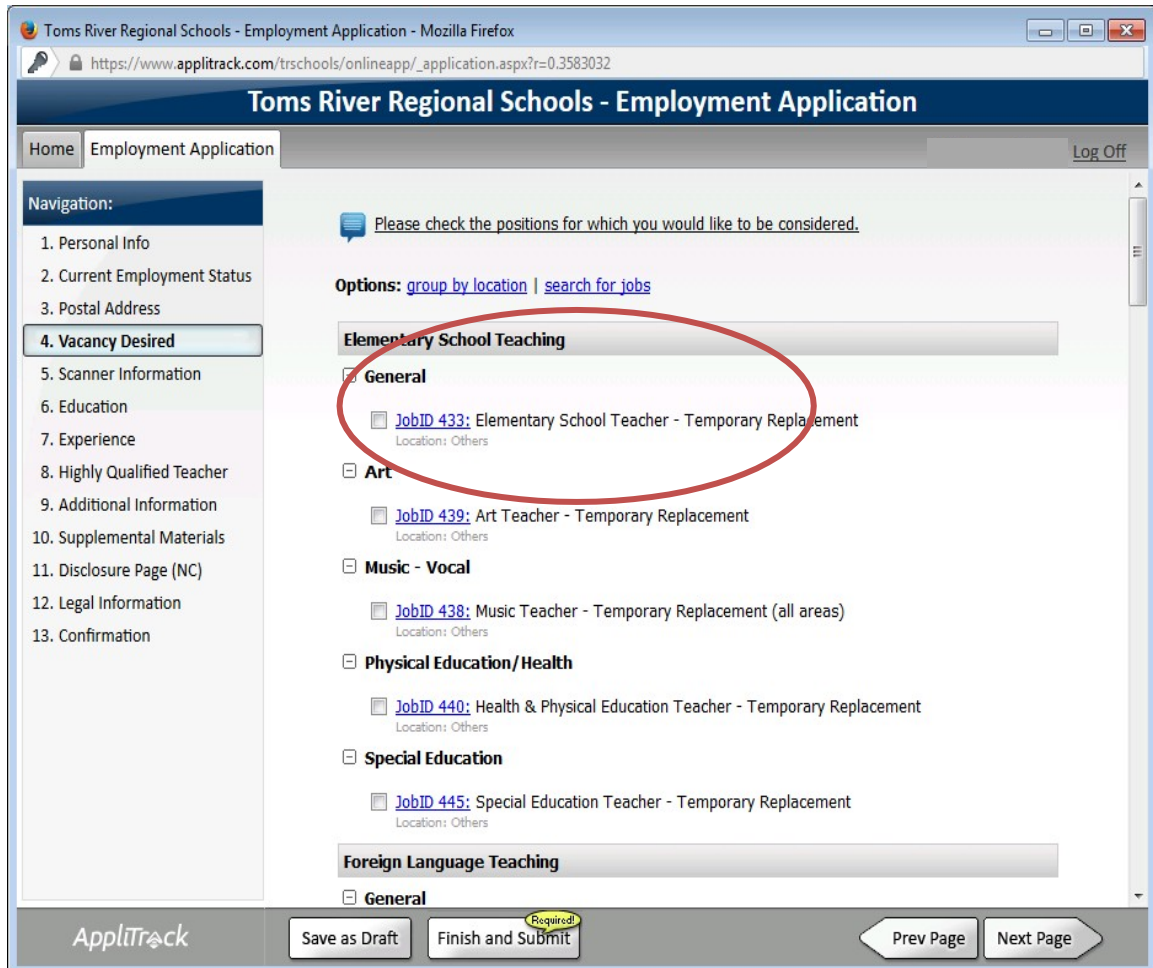
On the left side, there is a "Vacancies" sidebar with a "Categories" tab and a list of job categories, including "Elementary School Teaching (5)", "Foreign Language Teaching (2)", "High School English (1)", "High School Fine Arts (2)", "High School Math (1)", "High School Phys Ed/Health (1)", "High School Science (1)", "High School Social Studies (1)", "High School Special Ed (1)", "Intermediate Fine Arts (2)", "Intermediate Language Arts (1)", "Intermediate Math (1)", "Intermediate Phys Ed/Health (1)", "Intermediate Science (1)", "Intermediate Social Studies (1)", "Intermediate Special Ed (1)", "Security (1)", and "Student Support Services (4)".

The main content area is divided into three sections. The top section is titled "Welcome!" and features an image of two hands shaking. The text reads: "To apply for a substitute position or a vacancy, please click on View Our Open Positions. Applications for future employment are accepted anytime. To apply for a future opening, please click on Start an Application for Employment."

The middle section is titled "External Applicants" and features an image of two men in suits. The text includes links for "Start an application for employment" and "Use passcodes sent to m...". Below this is a "Log in >>" link.

The bottom section is titled "Internal Applicants" and is circled in red. It features an image of a woman on a phone. The text includes "Internal applicants only.", "View internal positions", and "Submit an internal application/transfer form". Below this is a "Log in >>" link.

3. Once you are logged in, you click **YES YOU CURRENTLY ARE AN EMPLOYEE IN THE DISTRICT**. This is the only way you will see the vacancies as they are for INTERNAL candidates only. Then you need to identify which posting you are applying to. Check the box and fill out the additional information.



4. Be sure to hit submit when you are finished. If you do not hit submit and get a confirmation email, your application will not be available to review.
5. The postings will close on their given expiration dates. Only applicants that apply via this application process will be considered. No exceptions.