

**ASD Human Resources
Classified AppliTrack Support
Sub Student Nutrition Guide to Apply
For Student Nutrition Vacancies**



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Accessing Classified AppliTrack

Substitute Student Nutrition employees with the Anchorage School District are allowed to apply for any regular Student Nutrition position. This includes positions that are advertised both internally and externally.

To apply for a position, you will need to fill out an online application with Classified AppliTrack. This system handles hiring for most Anchorage School District positions.

Start by using a web browser such as Internet Explorer, Safari, or Firefox to go to the main ASD website, www.asdk12.org. In the right-hand column labeled Quick Links, click the link 'Employment'.

The screenshot shows the ASD Online website in a Windows Internet Explorer browser window. The address bar displays <http://www.asdk12.org/>. The website header includes the ASD Online logo, the tagline "Educating all students for success in life", and a search bar. A navigation bar at the top right contains links for "Site Index", "Site Options", and "Contact Us".

The main content area is divided into several sections:

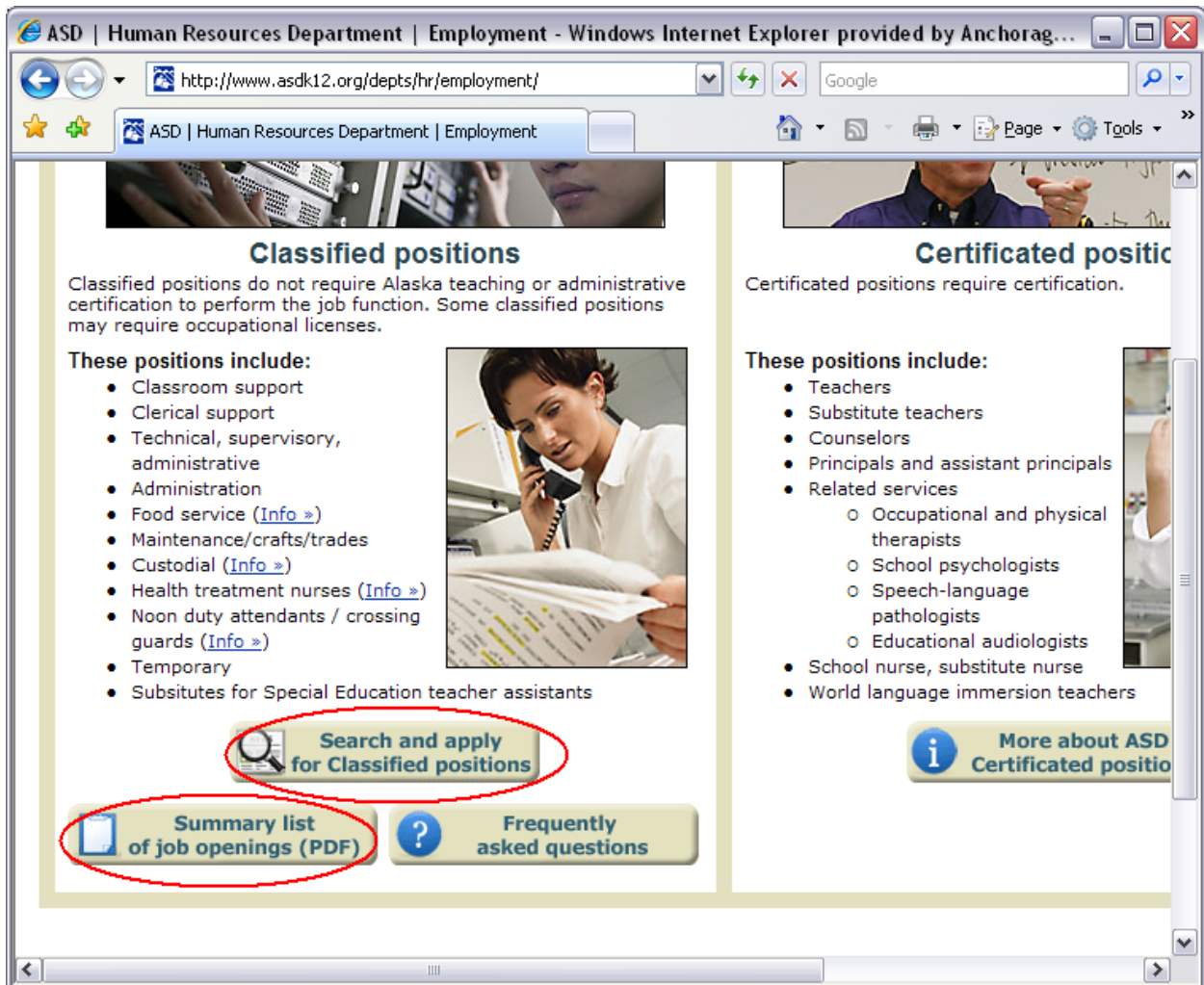
- in the spotlight:** Charter, alternative school lottery information. Links: Forms, FAQ, explainer.
- Zangle:** Parent Connect, Student Connect. Passwords available through your school.
- take note!:** Be a school camper host (May 20 - Aug. 12), Parents and guardians (Take the Climate and Connectedness survey).
- School bonds - make an informed decision April 5:** ASD has three school bond propositions on the ballot. [Learn more here...]
- Parents/Students:** Calendar, Find a school, Meals, Bus schedules, Alt. Programs, Forms, Get involved, Newcomers' guide, More...
- Schools:** High, Middle, Elementary, Charter, Other, Construction, School report cards, Summer school, All...
- Departments:** Assessment, Curriculum, HR, EdTech, Demographics, Nursing/Health Svc., Library, Special Ed, Training (TPD), EEO, Title I, More...
- Programs:** Gifted/Mastery, Healthy Future, ...
- General Info:** About ASD, Curriculum standards, Donations, FAQ, Mission & Goals, Problem Solving, SRO
- Community:** 21st CCLC, Alaska Family Directory, Community Services, Events, Get involved, Suggestion Box
- Administration:** Bonds, Budget, CRAC, EEO, Ethics Code, Government Relations, No Child Left Behind, Recovery (ARRA), Superintendent
- School Board:** ...

On the right side, there is a "Quick Links" menu with the following items:

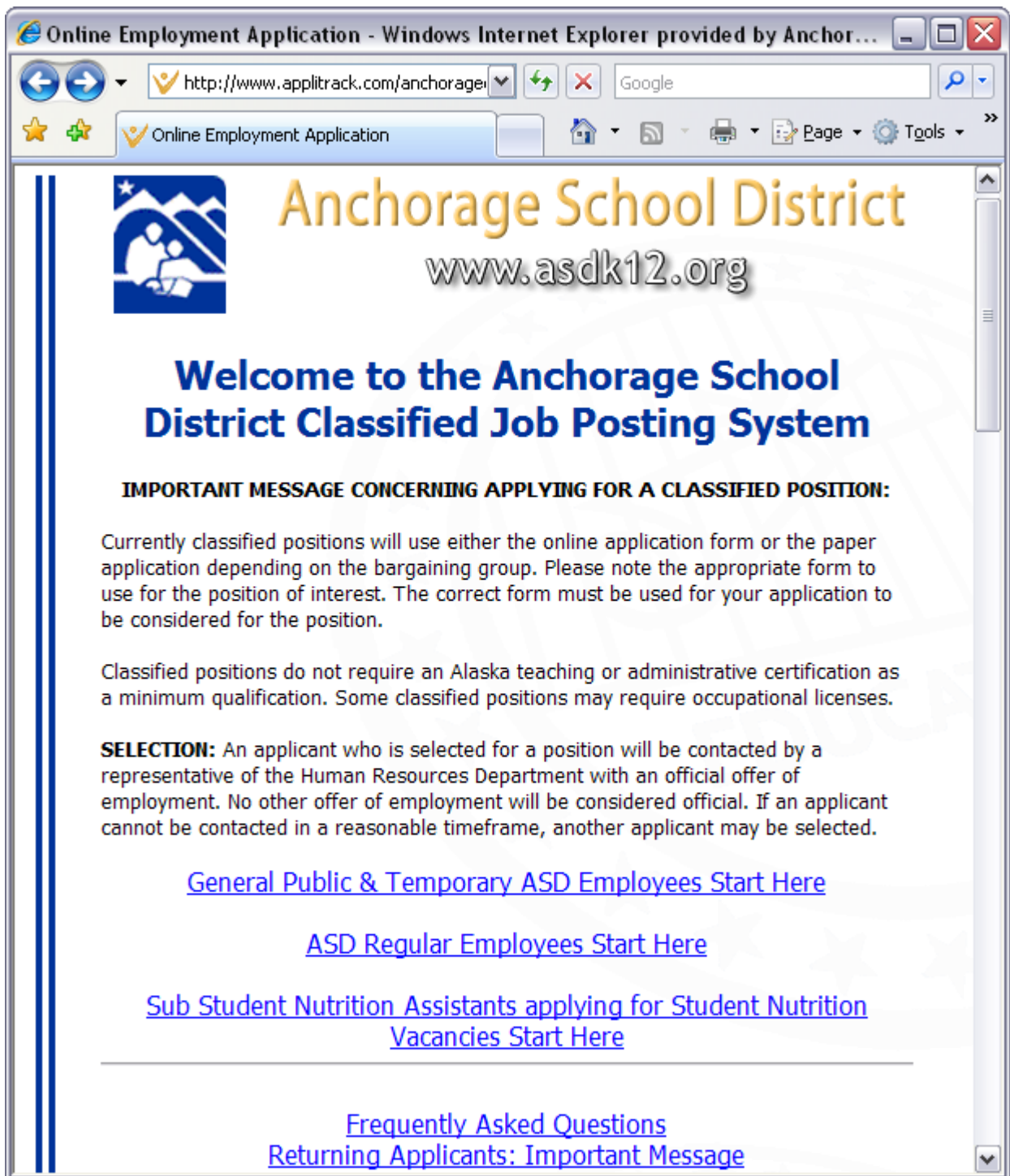
- Quick Links
- A Word from the Superintendent
- Activities/Sports
- Calendar
- Channel 14
- Cultural Proficiency
- Emergency Closure Procedures
- Employee directory
- Employment** (circled in red)
- Forms & Publications
- Internet at ASD
- Profile of Performance
- Purchasing Bid Information
- Rentals
- School Construction
- Standards
- Test Information
- Transcripts
- ASD Library Catalog (formerly Webcat)

On the employment page, you will see information for applying for both classified and certificated positions. Student Nutrition positions are classified. When looking at the information for classified positions, you can begin in two ways:

1. Click the link titled 'summary list of job openings' to view a brief list of current vacancies. The list will include any open Student Nutrition positions.
2. Or, you can go straight to click the button 'Search and Apply for classified positions', which brings you to the Classified AppliTrack homepage.



The Classified AppliTrack homepage contains the information applicants need to view and apply for classified positions. Please review the important introductory information on this page. Further links follow these directions.



The screenshot shows a web browser window titled "Online Employment Application - Windows Internet Explorer provided by Anchor...". The address bar displays "http://www.applitrack.com/anchorage/". The page content includes the Anchorage School District logo, the website URL "www.asdk12.org", and a large heading: "Welcome to the Anchorage School District Classified Job Posting System". Below this, there is an "IMPORTANT MESSAGE CONCERNING APPLYING FOR A CLASSIFIED POSITION:" section. The message states that currently classified positions will use either the online application form or the paper application depending on the bargaining group. It also notes that classified positions do not require an Alaska teaching or administrative certification as a minimum qualification. A "SELECTION:" section follows, stating that an applicant selected for a position will be contacted by a representative of the Human Resources Department with an official offer of employment. At the bottom of the page, there are several blue underlined links: "General Public & Temporary ASD Employees Start Here", "ASD Regular Employees Start Here", "Sub Student Nutrition Assistants applying for Student Nutrition Vacancies Start Here", "Frequently Asked Questions", and "Returning Applicants: Important Message".

Anchorage School District
www.asdk12.org

Welcome to the Anchorage School District Classified Job Posting System

IMPORTANT MESSAGE CONCERNING APPLYING FOR A CLASSIFIED POSITION:

Currently classified positions will use either the online application form or the paper application depending on the bargaining group. Please note the appropriate form to use for the position of interest. The correct form must be used for your application to be considered for the position.

Classified positions do not require an Alaska teaching or administrative certification as a minimum qualification. Some classified positions may require occupational licenses.

SELECTION: An applicant who is selected for a position will be contacted by a representative of the Human Resources Department with an official offer of employment. No other offer of employment will be considered official. If an applicant cannot be contacted in a reasonable timeframe, another applicant may be selected.

[General Public & Temporary ASD Employees Start Here](#)

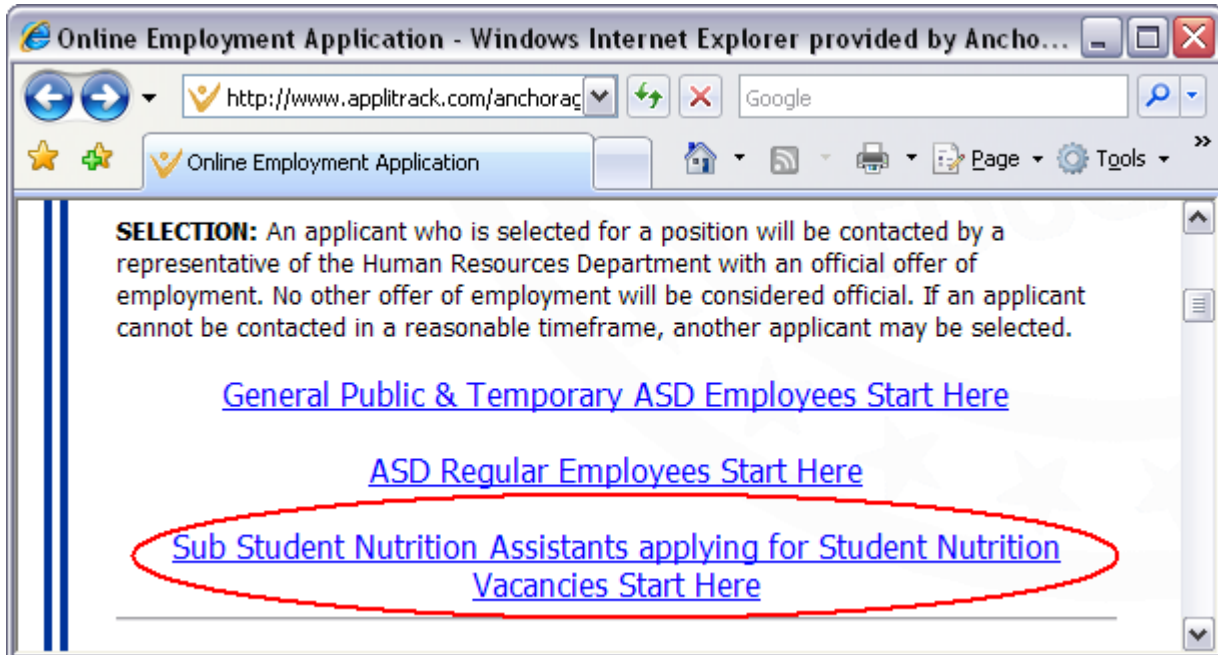
[ASD Regular Employees Start Here](#)

[Sub Student Nutrition Assistants applying for Student Nutrition Vacancies Start Here](#)

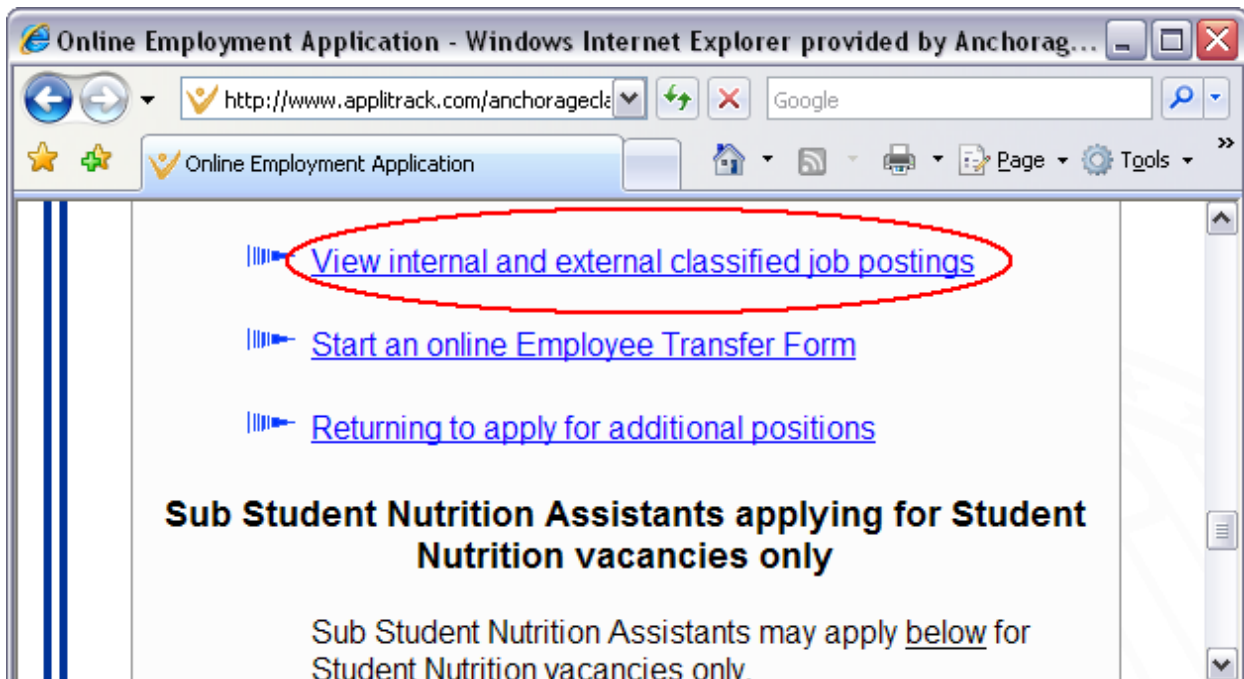
[Frequently Asked Questions](#)
[Returning Applicants: Important Message](#)

Viewing Job Vacancies

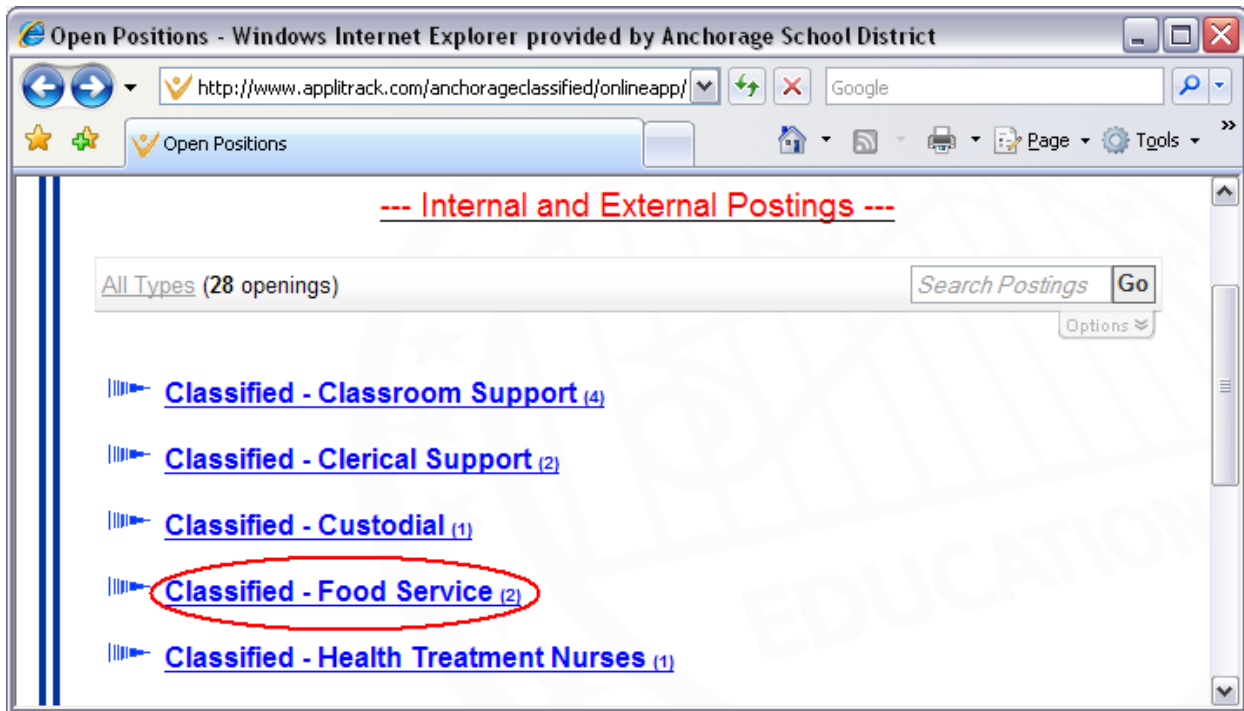
1. Start by searching for current Student Nutrition vacancies. Begin by clicking the link 'Sub Student Nutrition Assistants applying for Student Nutrition vacancies click here'.



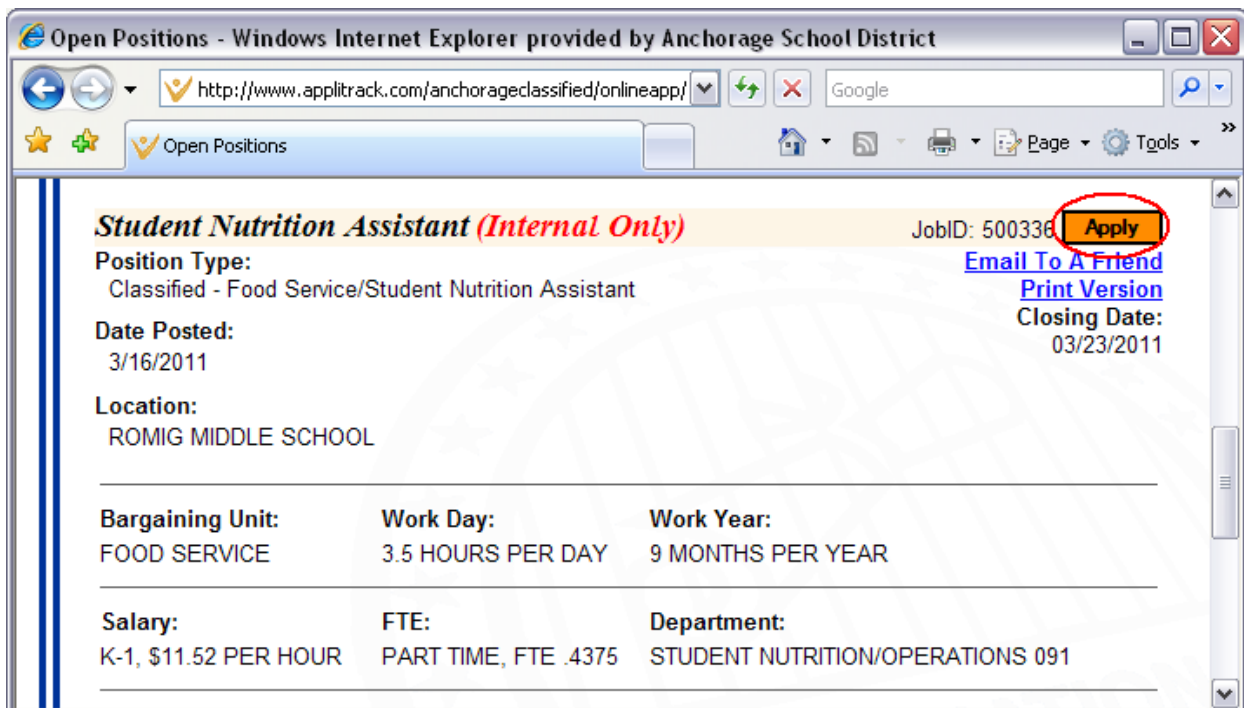
2. The web page will automatically skip down the page. Look for the link 'view internal and external classified job postings' to view a list of current open Student Nutrition positions.



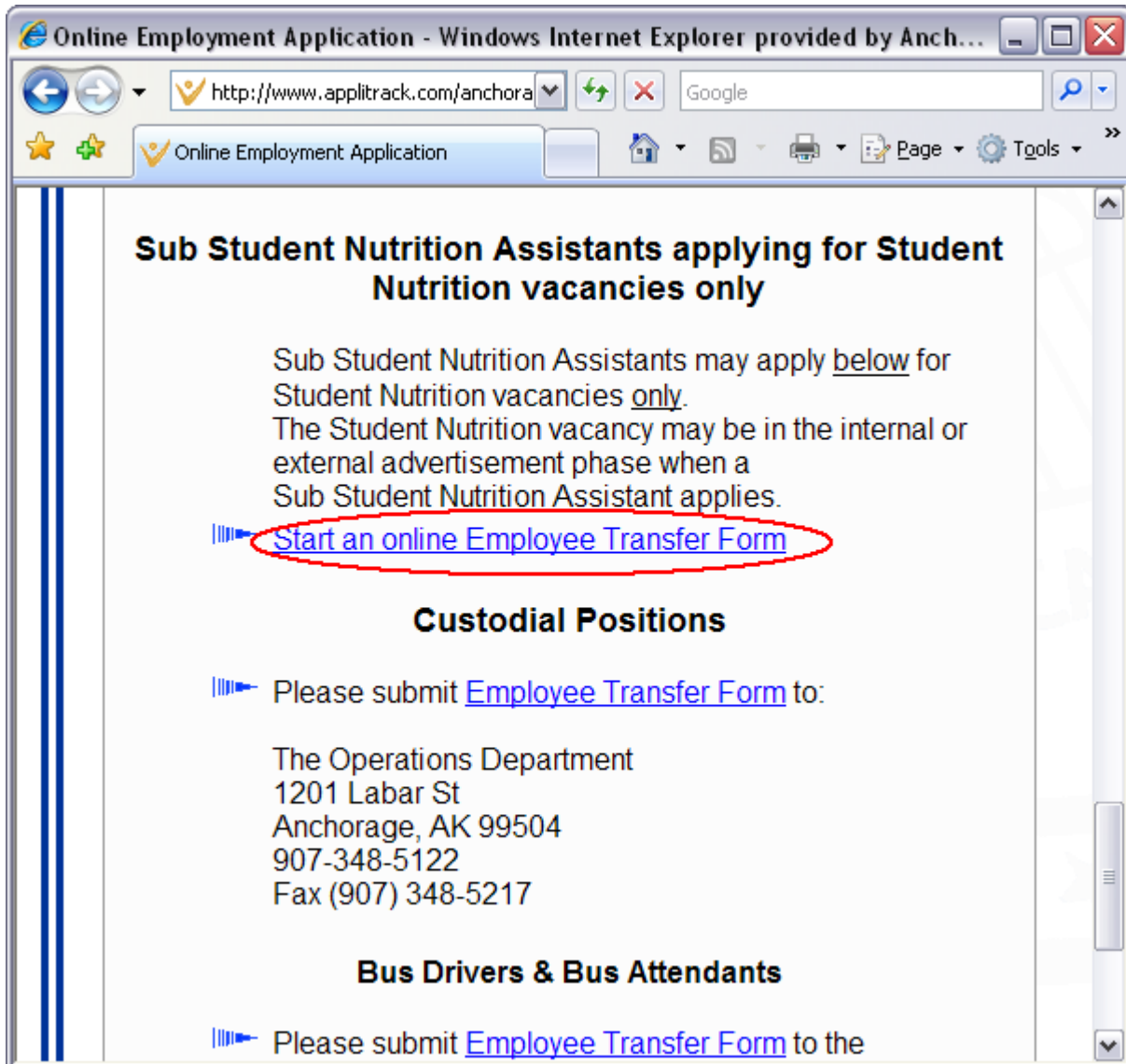
- From the list of categories, click 'classified—food service'. If this category is not listed, there are no open positions for Student Nutrition at this time. You can check back regularly for new Student Nutrition vacancies.



- The next page will list the job title, location, wage, job duties, and other information for the open positions. To apply, click the orange button labeled 'apply' on the right.

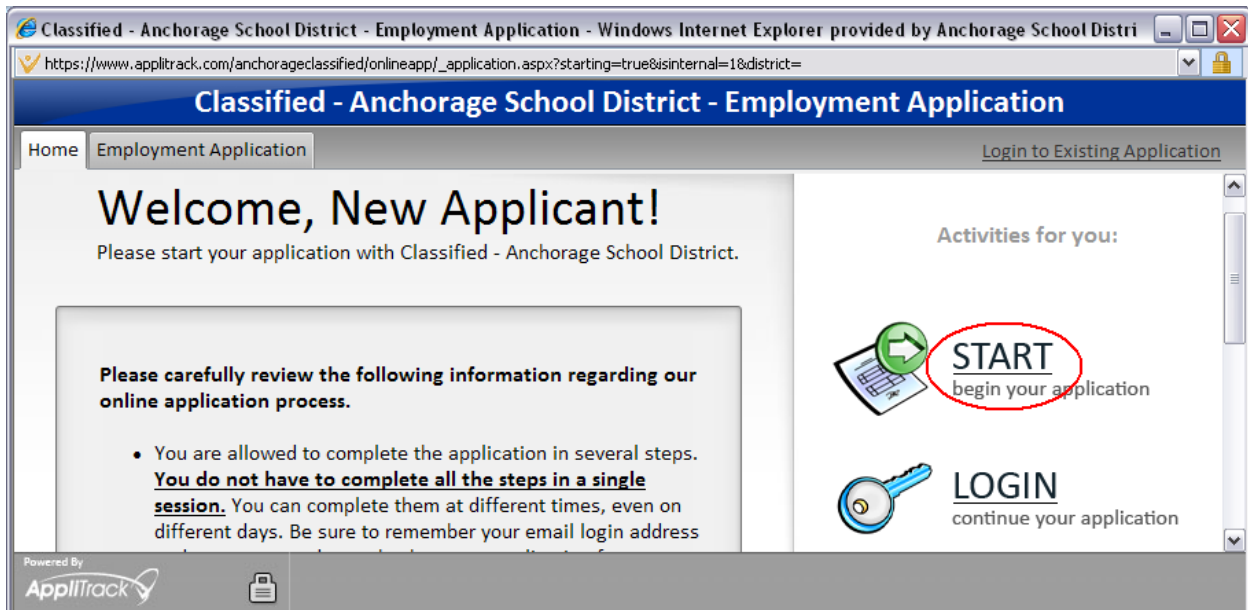


5. Clicking the orange apply button will bring you back to the top of the main Classified AppliTrack page. Click the link again to return to the section for substitute Student Nutrition employees. Under the heading 'Sub Student Nutrition Assistants applying for Student Nutrition vacancies only', click the link 'start an online Employee Transfer Form'.

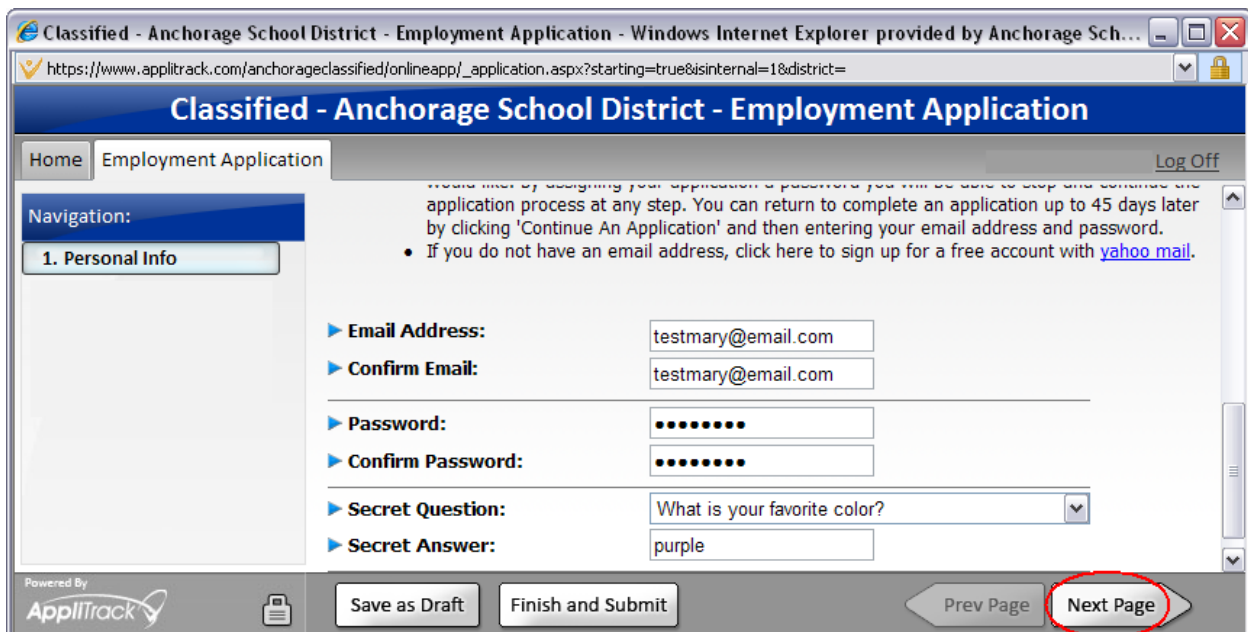


Filling out the Transfer Application

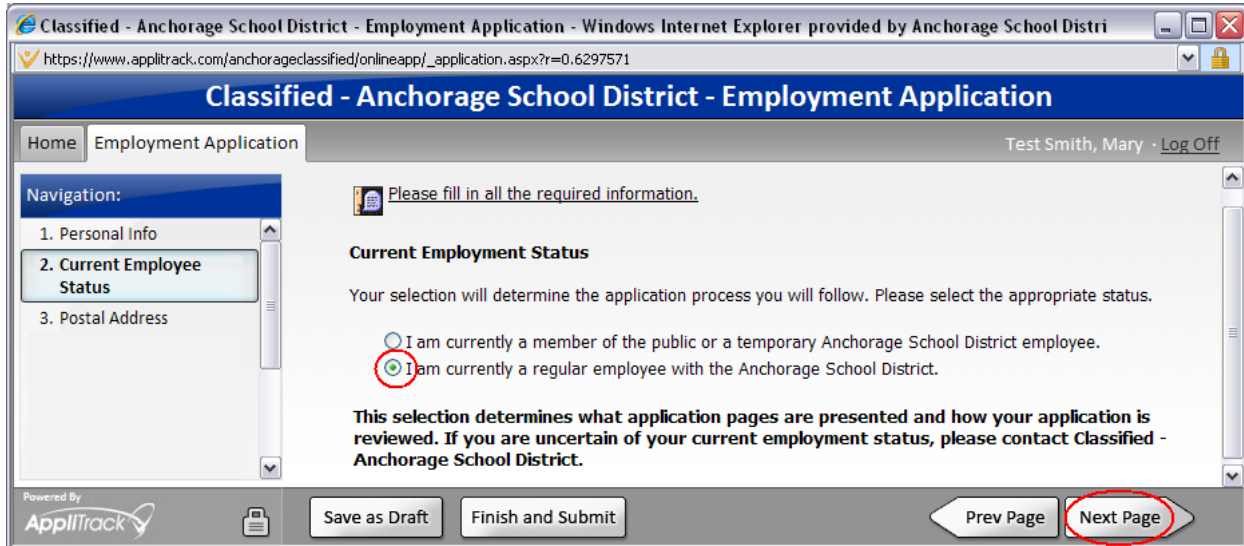
To begin the application, click the word 'start'. This will take you to the first page.



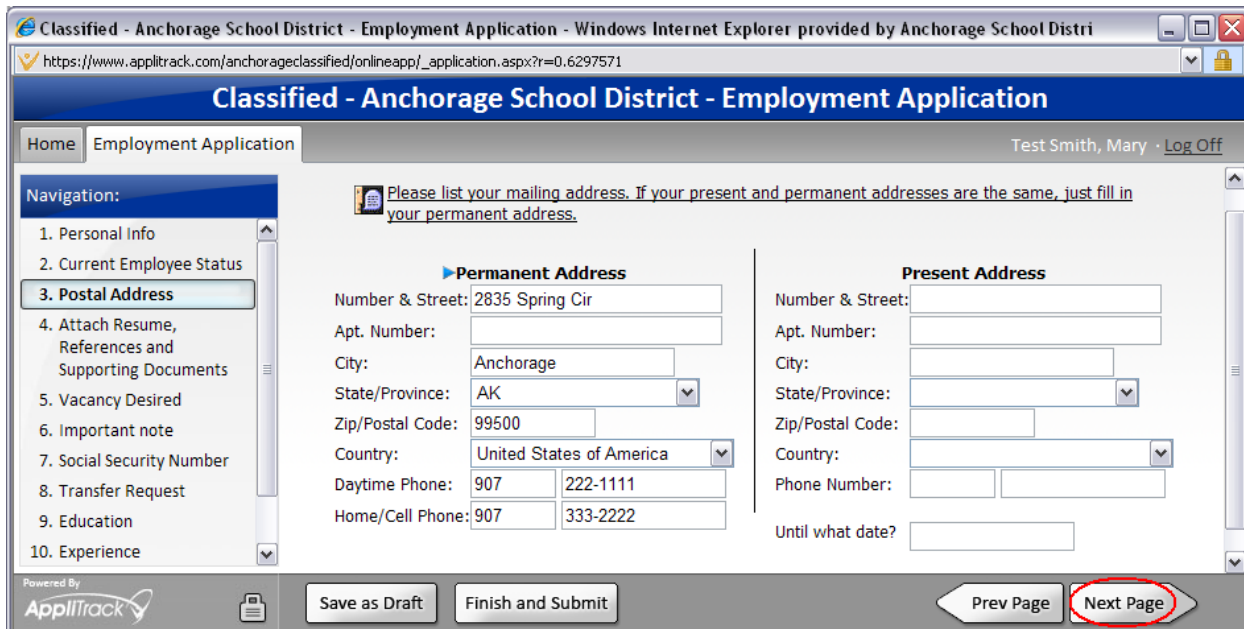
1. Start by entering your full name at the top of the page. If you went by a previous name in the past, also enter this name in the second line.
2. Make sure to enter your email address and a password at the bottom of the page. This will allow you to save your application and log in again at another time.
3. The secret question will help you retrieve your password if you forget it.
4. Click 'next page' when finished.



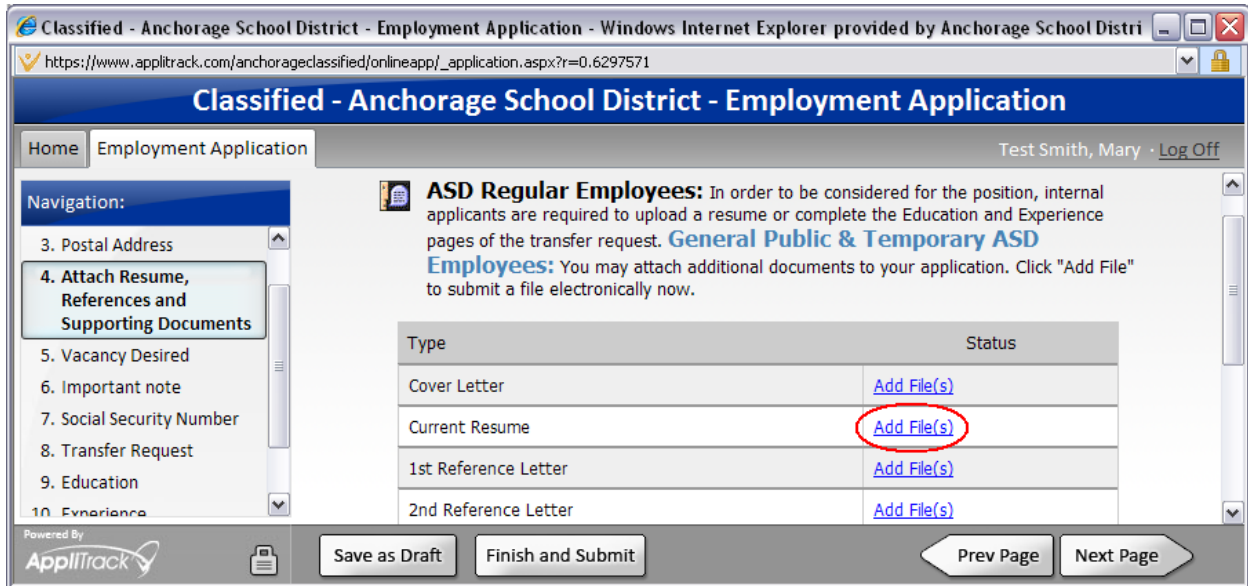
1. On the page 'current employee status', be sure that the option 'I am currently a regular employee with the Anchorage School District' is chosen. You use this option because the Food Service contract allows substitute Student Nutrition employees to apply for regular Student Nutrition positions as if you were a regular employee.
2. Click 'next page' to continue.



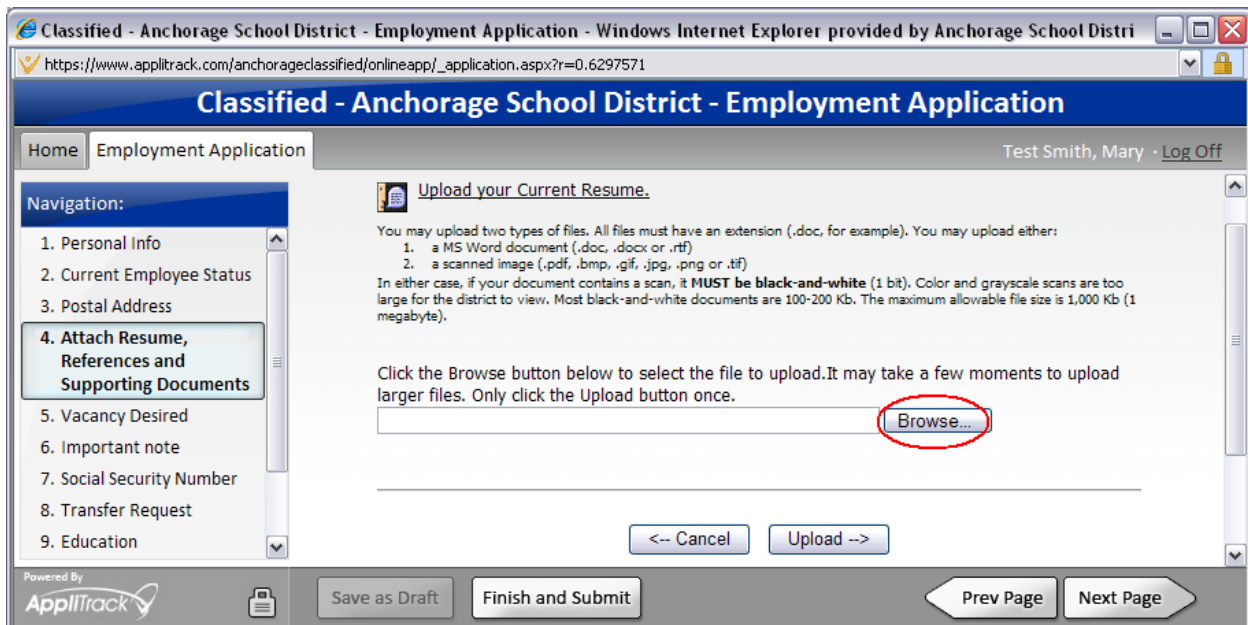
1. For postal information, please enter your mailing address and good phone numbers in the left column. If you are temporarily receiving your mail at a different address, also enter this address in the right column.
2. Click 'next page' to continue the transfer application.



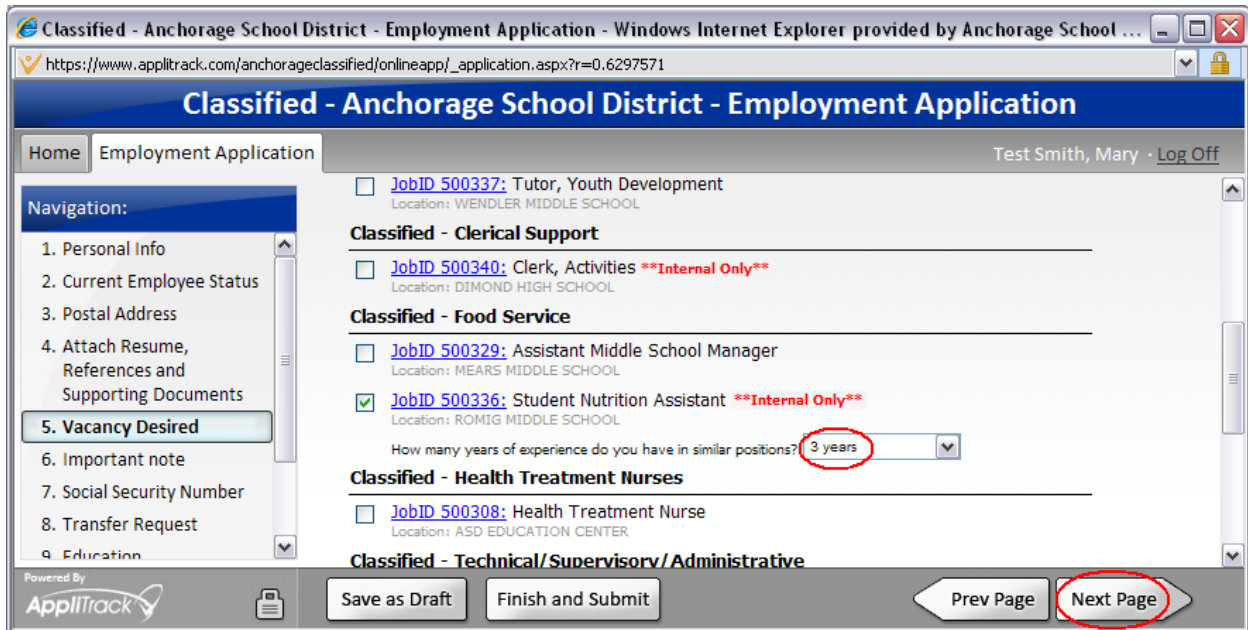
1. Next you must either upload a resume here, OR fill out the sections on education and experience later in the transfer application. Both are not required. If you choose to upload a resume, be sure to also include your high school education in the education step.
2. To upload a resume, click 'add file(s)' next to 'current resume'.



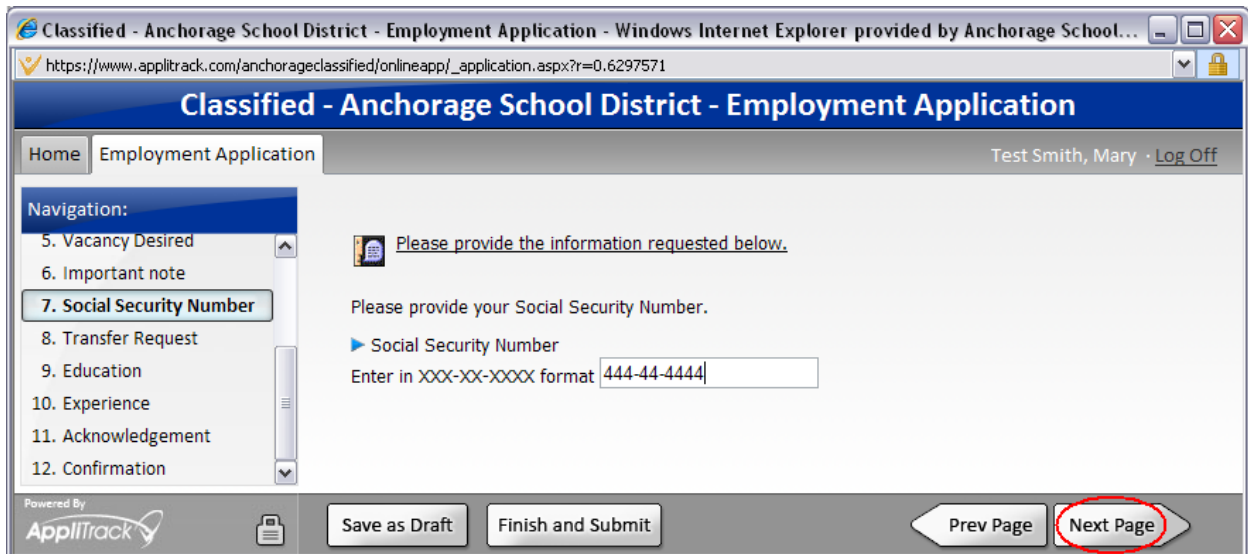
3. Next click the word 'browse'. Look for the document on your computer. Highlight the file and then click 'open'. You will return to the page below. Click 'upload'.
4. When you receive the message 'document saved successfully', click continue.
5. You may also upload a cover letter, letters of recommendation, certificates, or other documents in the same way.
6. Click 'next page' to continue.



1. On the Vacancy Desired page, look for the heading ‘Classified–Food Service’. You may apply for any position in this section.
2. Click the box next to the position for which you are applying.
3. A question about experience will appear. Use the menu to choose your experience.
4. Click ‘next page’ to continue.



1. Step 6 is an important note regarding education and experience. An applicant may either upload a current resume (step 4) OR fill out sections 8 and 9 with education and experience. Only one of these choices is required. Click next page to continue.
2. For step 7, please enter your social security number, then click next page.



1. In the area for Transfer Request, please enter the name of your current job location and your title, Substitute Student Nutrition Assistant. Also enter your reasons for the request.
2. You are not a Totem employee, so you may skip the bottom two questions. Click 'next page'.

Classified - Anchorage School District - Employment Application - Windows Internet Explorer provided by Anchorage School...

https://www.applitrack.com/anchorageclassified/onlineapp/_application.aspx?r=0.6297571

Classified - Anchorage School District - Employment Application

Home Employment Application Test Smith, Mary · Log Off

Navigation:

- 5. Vacancy Desired
- 6. Important note
- 7. Social Security Number
- 8. Transfer Request**
- 9. Education
- 10. Experience
- 11. Acknowledgement
- 12. Confirmation

Please answer the questions below.

Current Location: SAND LAKE ELEM

Current Position Title: Substitute Student Nutrition Assistant

Reason for Request: I wish to advance my career.

TOTEM Employees Only: Are you in your initial Yes No

Powered By AppliTrack

Save as Draft Finish and Submit Prev Page **Next Page**

1. If you choose to only upload a resume, you will still need to enter your high school education at minimum. This is all you need besides the resume; you may skip to step 11.
2. If you choose to instead fill out the sections on education and experience, start on the education page. Enter your high school and any other education you might have. Click 'next page' when finished.

Classified - Anchorage School District - Employment Application - Windows Internet Explorer provided by Anchorage School Di...

https://www.applitrack.com/anchorageclassified/onlineapp/_application.aspx?r=0.6297571

Classified - Anchorage School District - Employment Application

Home Employment Application Test Smith, Mary · Log Off

Navigation:

- 1. Personal Info
- 2. Current Employee Status
- 3. Postal Address
- 4. Attach Resume, References and Supporting Documents
- 5. Vacancy Desired
- 6. Important note
- 7. Social Security Number
- 8. Transfer Request
- 9. Education**
- 10. Experience

Please list your educational background **beginning with the most recent**. For each institution, list the college semester credits and or degree awarded. Official transcripts from all institutions may be required if hired for classified positions. *Please list hours as semester hours. (Convert quarter credits to semester credits by multiplying the quarter credits by 2 and divide by 3.)

High School Attended (Name, City and State): Two Rivers High School Graduation Status: H.S. Diploma

Colleges, Universities and Technical/Trade Schools Attended:

1. Name and location:	Dates Attended (mm/yyyy):	Major area of study and number of credits/hours	Minor area of study and number of credits/hours	Degree or Diploma	Date Conferred or Expected
University of Alaska	08/04	Culinary Arts		AAS	07/06

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Save as Draft Finish and Submit Prev Page **Next Page**

1. On the experience page, list your work experience. Please information on your current and past jobs, starting with the most recent. Providing at least three is recommended.

The screenshot shows the 'Experience' page of the 'Classified - Anchorage School District - Employment Application'. The navigation menu on the left has '10. Experience' selected. The main content area contains a heading '1. Current or Most Recent Position Held' and a form with the following fields: 'Employer Name' (Anchorage School District), 'Position Title' (Substitute Student Nutrition Assistant), and 'Employer Contact Information' (Street: 5530 E Northern Lights Blvd). At the bottom, there are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'. The 'Next Page' button is circled in red.

1. For the acknowledgement page, please be sure to click the 'yes' box before continuing. Click 'next page' when finished.

The screenshot shows the 'Acknowledgement' page of the 'Classified - Anchorage School District - Employment Application'. The navigation menu on the left has '11. Acknowledgement' selected. The main content area contains a heading 'I, Mary Test Smith, understand and agree the information provided in this request is accurate and truthful to the best of my knowledge:' and a form with the following fields: 'I understand' (radio button) and 'Yes' (checkbox). The 'Yes' checkbox is circled in red. At the bottom, there are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'. The 'Next Page' button is circled in red.

1. On the confirmation page, you have the option to preview your application. You may also still save the application and come back to it later.
2. If you are finished with the application and wish to finish the application process, click 'submit application' at the bottom of the page.
3. A small box will pop up confirming you wish to submit the transfer. Click 'ok'.

Classified - Anchorage School District - Employment Application - Windows Internet Explorer provided by Anchorage School D...

https://www.applitrack.com/anchorageclassified/onlineapp/_application.aspx?r=0.8421137

Classified - Anchorage School District - Employment Application

Home | Employment Application | Test Smith, Mary | Log Off

Navigation:

1. Personal Info
2. Current Employee Status
3. Postal Address
4. Attach Resume, References and Supporting Documents
5. Vacancy Desired
6. Important note
7. Social Security Number
8. Transfer Request
9. Education
10. Experience
11. Acknowledgement
12. Confirmation

Your Application is not yet submitted.

Please read the following before submitting your Application.

- You should [print preview](#) your Application. You may need to [download](#) Adobe Acrobat if the print doesn't work.
- If you do not wish to submit your Application at this time, click [save as draft](#).
- If you want to mark your Application as '**completed**' and submit it for consideration for a specific vacancy, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link to [continue working](#).
- Upon submission, your application will become active in our files. If you have not submitted a completed application, your incomplete application will expire from the system after 45 days.

Submit Application

Powered By AppliTrack

Save as Draft | Finish and Submit | Prev Page | Next Page

1. After you have submitted your application, you will see a confirmation page. It will give you an overview of the positions you applied for. The information will also be sent to your email address.
2. If you are finished, you may log out and close the web browser.
3. If you wish to apply for other positions later, log into Classified AppliTrack with your email and password and add positions under 'vacancy desired'.

