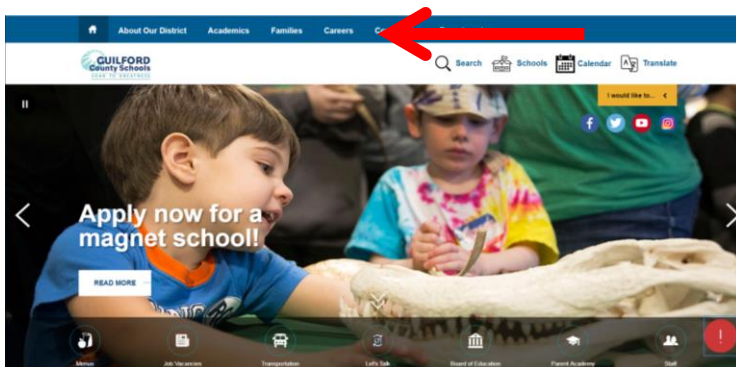


# Directions for Completing an Abbreviated Application

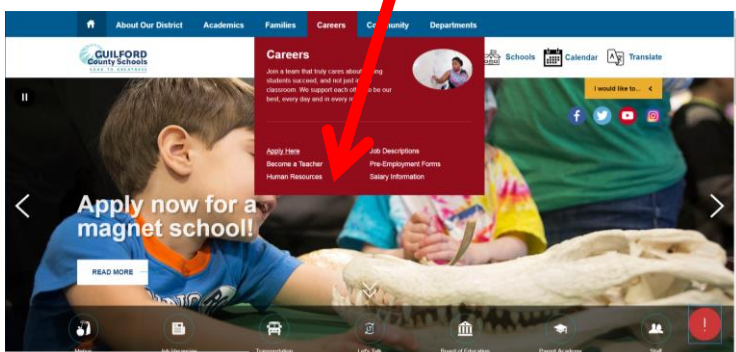
## Who Should Complete the Internal Abbreviated Application?

- Employees who have been recommended for a Transfer, but do not have an application
- Current substitutes who have been recommended for a Permanent position, but do not have an application
- Retirees who are returning for temporary work

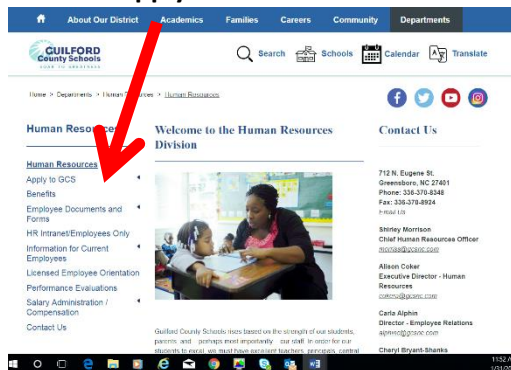
1. Go to the GCS website : [www.gcsnc.com](http://www.gcsnc.com)
2. Click on the **CAREERS** tab



3. Click on **HUMAN RESOURCES**



#### 4. Click on **Apply to GCS**

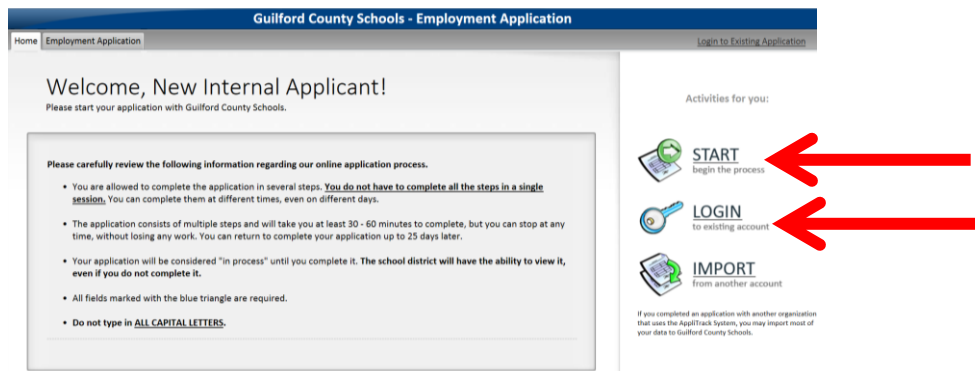


#### 5. Click **INTERNAL ABBREVIATED APPLICATION**



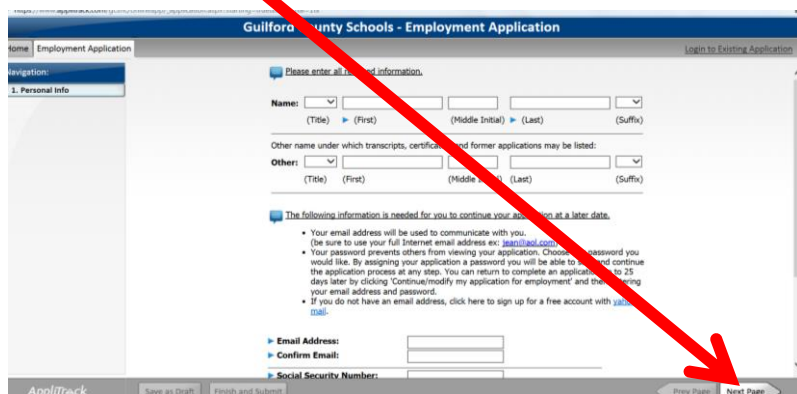
#### 6. Click **START** if you have never created an application in the AppliTrack system.

#### 7. Click **LOGIN** if you have previously created an application in the AppliTrack system.



#### 8. Complete the **PERSONAL INFORMATION** section and

#### 9. Click **NEXT PAGE** at the bottom of the screen



10. Verify your **CURRENT EMPLOYMENT STATUS** (select **YES, I am currently an employee of Guilford County Schools**)

11. Click **NEXT PAGE** at the bottom of the screen

Guilford County Schools - Employment Application

Home Employment Application Doe, John Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Confirmation

Please enter all required information.

Are you currently an employee of Guilford County Schools?

Note: All applicants who are substitutes in the district should select "external" applicant or indicate that they are not a current employee of the District when applying for positions unless you are a substitute bus driver, substitute safety assistant, or substitute of nutrition employee. Substitutes in these areas should select that they are a current employee or an internal applicant when applying for positions in the District.

☐ No, I am not currently an employee of Guilford County Schools  
☒ Yes, I am currently an employee of Guilford County Schools

This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Guilford County Schools.

ApplicantTrack Save as Draft Finish and Submit Prev Page Next Page

12. Enter in your **POSTAL ADDRESS**

13. Click **NEXT PAGE** at the bottom of the screen

Guilford County Schools - Employment Application

Home Employment Application Doe, John Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Confirmation

Please list your mailing address.

Permanent Address

Number & Street:  
Apt. Number:  
City:  
State/Province:  
Zip/Postal Code:  
Country:  
Daytime Phone:  
Home/Cell Phone:

Present Address

Number & Street:  
Apt. Number:  
City:  
State/Province:  
Zip/Postal Code:  
Country:  
Phone Number:  
Until what date:

ApplicantTrack Save as Draft Finish and Submit Prev Page Next Page

14. **SKIP OVER the section titled VACANCY DESIRED.**

15. Click on **NEXT PAGE** at the bottom of the screen.

Guilford County Schools - Employment Application

Home Employment Application Doe, John Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Confirmation

Please use the form below to locate available vacancies.

Title Contains:

Posting Contains:

In Category:

At Location:

Within:  miles of Zip:

Posted in the last:

Search

Click the "Search" button to display available vacancies.

ApplicantTrack Save as Draft Finish and Submit Prev Page Next Page

16. Under **POSITION DESIRED**, scroll down to **INTERNAL ABBREVIATED APPLICATION** (choose either Licensed or Non-Licensed)

- Click beside **INTERNAL ABBREVIATED APPLICATION** (choose either Licensed or Non-Licensed) POOL.
  - A drop down box appears where you must enter the total number of years of experience – enter your years of experience with Guilford County Schools (*it does not have to be exact if you are unsure*).

17. Click **NEXT PAGE** at the bottom of the screen. NOTE: You may have to click the Next Page button more than once to scroll down the list of positions desired.

a. **DO NOT SELECT ANY OTHER POSITION DESIRED or you will be directed to complete additional sections of the Application which are not required for the transfer.**

18. Confirm that you are ready to submit your application by selecting **SUBMIT APPLICATION** button in the middle of the screen. A pop up window appears asking you if you “Are sure you want to submit your application?”

19. Click OK.

20. A confirmation appears showing that your application is FINISHED and was successfully submitted.

21. Notify the Hiring Supervisor once your application has been submitted so that he/she can proceed with sending the recommendation for hire to Human Resources.

## IMPORTANT INFORMATION

- All employment communication will be sent to the email address you list on your application. If your email address changes, please update your application so that you do not miss important information regarding your employment.
- All employment letters, contracts and forms are sent through email. **Sometimes, emails can be routed to your JUNK MAIL or SPAM FOLDER. Be sure to check these folders for emails from [mailbot@applitrack.com](mailto:mailbot@applitrack.com)**
- If you click a vacancy or position OTHER than Internal Abbreviated Application, you will be asked to complete the application requirements for the vacancies/positions you selected.
- If you need help or have any questions, please do not hesitate to call us at (336) 378-8806 or (336) 378-8820.