



Snoqualmie Valley School District

8001 Silva Avenue SE, PO Box 400, Snoqualmie, WA 98065
Phone (425) 831-8000 ♦ www.svsd410.org

FastTrack Application Instructions

Step I: View the Position Listing

To view all open positions and apply click on "Click Here to View Position Information and Apply." If you have already applied for a position and want access to your profile, enter in your username and password then click on "Log In." If you forgot your username or password, click on "Forgot your username/password?" to have an email sent to you with your information.

You may use the "Search Current Job Openings" option to view a listing of current job openings. Select "View Details of Highlighted Position" for detailed information about the position and to learn about specific application requirements. If you choose to apply for the position, select the "Apply For Position" link located at either the top or the bottom of the Details of Highlighted Position page.

IMPORTANT - PLEASE READ THIS SECTION!!

In order to complete the application process, after you have completed each required application section, you MUST select the "Submit to HR" button which is located at the upper right corner of the screen. If you do not select this button, your application will not be considered for the open position.

NEW APPLICANTS

Select the posting for which you wish to apply by clicking in the "Apply" box (first column), then click on the "Apply for Selected Position(s)" link. You will be prompted to create your own FastTrack profile, including a login and password.

RETURNING APPLICANTS

Use your login and password to return to your on-line application in order to update, edit, or apply for additional position(s).

Check the checkbox of the position you want to review and click on "View Details of Selected Position." At this step you also have the option to apply for the position without reviewing it.

All Posted Positions						
Apply	Category	Position Description	Assignment Description	Location	Application Deadline	
<input type="checkbox"/>		*EXTRA CURRICULAR	*SOCCER	TWIN FALLS MIDDLE SCHOC	01/28/2013	
<input type="checkbox"/>		*EXTRA CURRICULAR	*TENNIS	MOUNT SI HIGH SCHOOL	When Filled	
<input type="checkbox"/>		*SUBSTITUTE	*CUSTODIAN	DISTRICT OFFICE	When Filled	
<input type="checkbox"/>		*TRANSPORTATION	*MECHANIC	DISTRICT OFFICE	When Filled	



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Step 2: Apply for the Job

Review the position listing. The position listing will give you a preview of the questions included in the online application. When you're ready to begin the online application, scroll to the top of the page and click on the "Apply for Position" button.

Position Details

Position Information

Listing ID: 121126003	Pay: \$16.75 Hourly
Position: *SUBSTITUTE	Employment Type: On Call
Assignment: *CUSTODIAN	Application Deadline: Until Filled
Location: DISTRICT OFFICE	

[Apply For Position](#)
[Back](#)

Step 3: Create an Account (First Time Only)

You will need an e-mail address and password to access the online application. After you click on "Apply for Position", you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with Snoqualmie Valley School District check the box that says "I Would Like to Create a New Profile," enter your information, then click on "Create Profile" at the bottom of the box.

Existing Users Please Log In

Username:

Password:

[Log In](#)

[Forgot your username/password?](#)

New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

* Your First Name:

* Your Last Name:

* Your Username:

* Your Password:

* Re-Enter Password:

[Create Profile](#)

[Back](#)

**Please make a note of your username and password as you will need it to access your applicant profile in the future.



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Step 4: Begin your Online Application

Each required section of the online application (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to "Completed". When no sections are marked "Incomplete", you may submit your application to Personnel at the right. Once your application has been submitted, you may log back into your profile and make updates to the application until the closing deadline.

****In order to complete the application process, after you have completed each required application section you MUST select the "Submit to HR" button which is located at the upper right corner of the screen. If you do not select this button, your application will not be considered for the open position.**

Application Dashboard

Job Listing

Listing ID: 121126003	Location: DISTRICT OFFICE	Type: Part Time
Position: *SUBSTITUTE	Dept:	Deadline: Until Filled
Assignment: *CUSTODIAN	Group:	Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 7 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information	Completed	Edit
Conditions of Employment	Completed	Edit
Education History	Completed	Edit
Employment History	Completed	Edit
General Questions	Completed	Edit
Attachments	Completed	Edit
Comments	Optional	Add

Submit to HR (circled in red)

Cancel Application

Return to Profile

The Snoqualmie Valley School District complies with all federal and state statutes and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RW 28A,640 Officer and Section 504/ADA Coordinator, Nancy Meeks, P.O. Box 400, Snoqualmie, WA 98065, or phone 425-831-8015. The Snoqualmie Valley School District reserves the right to modify the details of a position posting at any time.

For more information on how to apply for positions, please review the Frequently Asked Questions (FAQs) document. If your questions are still not answered, please feel free to contact us.