

Applitrack Guide

CEEL Career Services

MONTCLAIR
STATE UNIVERSITY

Center for Student Success and Educator Excellence
College for Education and Engaged Learning

Montclair Board of Education - Employment Application - Google Chrome
applitrack.com/montclair/onlineapp/_application.aspx?posJobCodes=2311&posFirstChoice=Elementary%20School%20Teaching&posSpecialty=12.%20Teacher%20K%20-%205

Montclair Board of Education - Employment Application

Home Employment Application [Login to Existing Application](#)




Welcome, New Applicant!

Please start your application with Montclair Board of Education.

Please carefully review the following information regarding our online application process.

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.
- The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 25 days later.
- Your application will be considered "in process" until you complete it. **The school district will have the ability to view it, even if you do not complete it.**
- All fields marked with the red asterisks are required.
- Do not type in **ALL CAPITAL LETTERS**.

Activities for you:

-  **START**
begin the process
-  **LOGIN**
to existing account
-  **IMPORT**
from another account

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to Montclair Board of Education.

Applicant Tracking
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If this is your first time applying to the school district, press **“Start”**.

If you’ve already begun an application to the school district, you can choose **“Login”** to resume your application.

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Navigation:
1. Personal Info

Please enter all required information.

Name:
(Title) * (First) (Middle Initial) * (Last) (Suffix)

Other name under which transcripts, certificates, and former applications may be listed:

Other:
(Title) (First) (Middle Initial) (Last) (Suffix)

The following information is needed for you to continue your application at a later date.

- Your email address will be used to communicate with you. (be sure to use your full Internet email address)
- Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue the application process at any step. You can return to complete an application up to 25 days later by clicking 'Continue/modify my application for employment' and then entering your email address and password.
- If you do not have an email address, click here to sign up for a free account with [yahoo mail](#).

* **Email Address:**

* **Confirm Email:**

Once you start an application, the first step will be **personal information**. Use a personal email address that is simple and professional, since your Montclair email will expire after you graduate.

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Home Employment Application

Rose, Alyssa · [Log Off](#)

Navigation:

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12. Highly Qualified Teacher
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14. Language Skills
15. References
16. Supplemental Materials [Certified]
17. Additional Information
18. Referral Source
19. Additional Info. (cont.)
20. Elementary Teaching

Fields preceded by a red asterisk (*) are required.

 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?:

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After you input your personal information it will “unlock” the other sections to your application that you can see on the left hand side.

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[JobID 2339](#): Teacher - Grade 2
Location: Nishuane School

12. Teacher K - 5

[JobID 2311](#): Teacher - Grade 2 (Long Term Substitute September 1, 2023 to June 30, 2024)
Location: Edgemont Montessori School
How many years of experience do you have in similar positions?

[JobID 2328](#): Teacher - Grade 3 (Long Term Substitute ASAP to December 7, 2023)
Location: Edgemont Montessori School

[JobID 2337](#): Teacher- Technology
Location: Northeast International School

Art

[JobID 2340](#): Teacher - Art (Long Term Substitute November 22, 2023 to March 4, 2024)
Location: Bradford School

Curriculum Support Teacher

[JobID 2338](#): Teacher- Curriculum Support
Location: Northeast International School

Physical Education/Health

[JobID 2345](#): Teacher Physical Education/Health
Location: Nishuane School

Special Education

[JobID 2318](#): Teacher- Special Education
Location: Charles H. Bullock

[JobID 2290](#): Teacher- Special Education
Location: Watchung School

[JobID 2291](#): Teacher- Special Education

In the “Vacancy Desired” portion you can choose **more than one** position to apply to. You can check off as many positions that you are qualified for/interested in.

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Superintendent

Teacher Special Education

Elementary School Teaching

10. Teacher - Grades K, 1, 2, ****Vacancy****

12. Teacher K - 5 ****Vacancy****
Select Experience:

Curriculum Support Teacher ****Vacancy****

Foreign Language - Chinese

Music - Vocal

Reading

Teacher on Assignment Restorative Justice

World Language Spanish ****Vacancy****

High School Teaching

Art

Business Education

Dance

English

Family/Consumer Science

Foreign Language - French

Foreign Language - Italian

Foreign Language - Latin

Health

Mathematics

Teacher

11. Teacher - Grades 3, 4, 5

Art ****Vacancy****

Dean of Students

Music - Instrumental

Physical Education/Health ****Vacancy****

Special Education ****Vacancy****

Athletic Trainer

Computer Technology

Drama

ESL

Foreign Language - Chinese

Foreign Language - German

Foreign Language - Japanese

Foreign Language - Spanish

Industrial-Technology Education

Media Specialist/Head Librarian

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“Vacancy Desired” are positions that they are **currently** hiring for.
 “Position Desired” is for vacancies they may have in the **future**. You may also choose as many that are applicable to you and your certification.

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1. Current or Most Recent Position Held

Employer Name:

Position Title:

Employer Contact Information

Street:

City:

State: Zip:

Phone:

Supervisor/Reference Contact Information

Name:

Phone:

Email:

Employment Details:

Date From: /

Date To: /

Full or Part Time: Full Part Sub

Reason for Leaving:

Responsibilities/Accomplishments at this Position

For your experiences, make sure you are putting your **most current position at the top** (similarly to a resume). Also, be sure to ask your employers prior if you can put them down as a reference. There is a separate tab for Student Teaching, so no need to include that in this section.

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Teachers, social workers or psychologists with three years of experience or fewer, please list your **student teaching** or **internship experience(s)**.

Student Teaching/Internship

School	<input type="text"/>
Location	<input type="text"/>
School Phone #	<input type="text"/>
School Year	<input type="text"/>
Grade Level(s)/Subject Area(s) Taught	<input type="text"/>
Name and Phone of Cooperating Teacher or Field Supervisor	<input type="text"/>
Name and Phone of Add'l Cooperating Teacher or Field Supervisor	<input type="text"/>
Name and Phone of University Supervisor	<input type="text"/>
Academic Grade Received	<input type="text"/>

Additional Student Teaching/Internship

School	<input type="text"/>
Location	<input type="text"/>

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This is where you can include your student teaching experiences. Add as much detail here as possible, and again, if you can get your field supervisor to be a reference for you this would be a great person to ask, as they can really speak about you as a teacher.

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Please tell us about your educational background **beginning with the most recent**. For each institution, list the college semester hours* you received in your major and minor. *Please list hours as semester hours. (Convert quarter hours to semester hours by multiplying the quarter hours by 2/3.)

* High School Attended (Name, City and State)	* Graduation Status
	▼

Colleges, Universities and Technical Schools Attended:

1. Name and Location:	
<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> City	<div style="border: 1px solid #ccc; height: 20px;"></div>
From:	▼ / ▼
To:	▼ / ▼
Major area of study	<div style="border: 1px solid #ccc; height: 20px;"></div>
and number of semester hours	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>
Minor area of study	<div style="border: 1px solid #ccc; height: 20px;"></div>
and number of semester hours	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>
Degree	<div style="border: 1px solid #ccc; height: 20px;"></div>
Date Conferred or Expected	▼ / ▼

Certified Applicants: If hired, transcripts for each institution listed must be received in the district office on or before your first day of work.

When listing your educational background, list your most recent education first. For example, if you are completing your Bachelor’s degree you would list that first and make sure to include your expected graduation date.

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Fields preceded by a red asterisk (*) are required.

Education (cont.)

* Highest Degree Attained:

- None
 Associates
 Technical Certification
 BA/BS/etc.
 MA/MS/etc.
 Ed. Specialist/6th yr./etc.
 Ed.D/Ph.D/etc.

GPA	Undergraduate:	Scale	Graduate:	Scale
Overall GPA	<input type="text"/>	4.0 ▾	<input type="text"/>	4.0 ▾
Major GPA	<input type="text"/>	4.0 ▾	<input type="text"/>	4.0 ▾

Number of graduate hours beyond your highest degree:

Graduate program area of study:

List honors, awards or distinctions you have earned:

Include your GPA if above a 3.0. It isn't a required field to complete, so it is up to you to decide if you want to include it or not depending on if you feel that your GPA will help your application.


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Fields preceded by a red asterisk (*) are required.

 Please tell us about the certification you hold.

***** Do you hold National Board for Professional Teaching Standards certification?

No Yes

***** Do you hold or anticipate a New Jersey certificate?

No Yes, Certificate is Anticipated Yes, Certificate is currently held

Do you hold a current out-of-state certificate? Yes No

If yes, list the Type:

State	Certificate Type	Number	Expiration Date	Current?
				<input type="radio"/> Yes <input type="radio"/> No

List your out-of-state approved teaching/administration fields:

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You are not nationally board certified. If you're applying for jobs in your last semester, you do not currently hold a certification, however your CEAS is **anticipated** after you graduate.

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Fields preceded by a red asterisk (*) are required.



Please indicate activities you can direct, coach or advise.

Athletic

- | | |
|--|--|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> Bowling | <input type="checkbox"/> Crew |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Equipment Manager |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Field Hockey |
| <input type="checkbox"/> Football | <input type="checkbox"/> Gymnastics |
| <input type="checkbox"/> Ice Hockey | <input type="checkbox"/> Intramurals |
| <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Track | <input type="checkbox"/> Trainer |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Wrestling |

Club

- | | |
|--|--|
| <input type="checkbox"/> Amphitheatre Business | <input type="checkbox"/> Amphitheatre Editorial |
| <input type="checkbox"/> Amphitheatre Proofing | <input type="checkbox"/> Art Council |
| <input type="checkbox"/> Asst. Marching Band | <input type="checkbox"/> Audio Squad |
| <input type="checkbox"/> Cheerleader Asst (2) | <input type="checkbox"/> Cheerleaders |
| <input type="checkbox"/> Chemistry Olympics | <input type="checkbox"/> Chess |
| <input type="checkbox"/> Color Guard | <input type="checkbox"/> Computer |
| <input type="checkbox"/> Cultural Awareness | <input type="checkbox"/> Dance |
| <input type="checkbox"/> DECA | <input type="checkbox"/> Director Level I Production |

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If including extracurriculars, make sure they are ones that you participated in during **college** not high school.

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Fields preceded by a red asterisk (*) are required.

Please provide the information requested below.

* Have you previously obtained Highly Qualified status from a school district? Yes No
 If Yes, what type of school district considered you Highly Qualified?

For the subject areas below in which you meet the federal highly qualified standard, select the method used to meet the standard. Only select a method for those subjects in which you meet the federal highly qualified standard.

Subject	Method
Art	<input type="text"/>
Civics or Government	<input type="text"/>
Economics	<input type="text"/>
English	<input type="text"/>
English/Language Arts	<input type="text"/>
Foreign Language	<input type="text"/>
History/Social Studies	<input type="text"/>
Mathematics	<input type="text"/>
Music	<input type="text"/>
Science - Biology	<input type="text"/>
Science - Chemistry	<input type="text"/>
Science - Earth science	<input type="text"/>
Science - General	<input type="text"/>
Science - Physical science	<input type="text"/>
Science - Physics	<input type="text"/>

Pay close attention to what they ask here, as different school districts may ask different questions regarding if you are “Highly Qualified”. You are Highly Qualified though Praxis, coursework, and/or by completing the Teacher Education program at MSU, but you have not obtained a HQ status through a school district yet.

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Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

✿ 1. Describe the skills or attributes you believe are necessary to be an outstanding teacher.

✿ 2. How would you address a wide range of skills and abilities in your classroom?

When answering essay questions type it out into Word or Google Docs first. Many applications repeat questions so having a cope of your answers is helpful. It also allows you to do a spell and grammar check.


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 Language proficiency other than English

Do you know any language other than English? Yes No

If yes, please indicate which language(s)

Please indicate your skill level below.

Oral Skills (Listening and Speaking) **Written Skills (Reading and Writing)**

- | | |
|--------------------------------|--------------------------------|
| <input type="radio"/> Polite | <input type="radio"/> Polite |
| <input type="radio"/> Literate | <input type="radio"/> Literate |
| <input type="radio"/> Fluent | <input type="radio"/> Fluent |

* Polite means being able to greet and exchange pleasantries; indicate or understand an emergency, or uncomfortable situation and ask if an interpreter is needed.

* One is literate if he/she can understand a newscast, or read a newspaper.

* One is fluent if he/she speaks and writes the language as well as her/his native language.

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44°F
Cloudy



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Fields preceded by a red asterisk (*) are required.


 Please fill in your professional references: (Include only individuals who know of your work professionally.)

Reference #1	
* Name:	<input type="text"/>
School/Org:	<input type="text"/>
Current Position:	<input type="text"/>
Relationship to Candidate:	<input type="text"/>
Years Known:	<input type="text"/>
Home Phone:	<input type="text"/>
Cell Phone:	<input type="text"/>
Work Phone:	<input type="text"/>
Mailing Address:	<input style="height: 40px;" type="text"/>
Email:	<input type="text"/>
Reference Letter	Add File(s)

You are able to put multiple references, but at least one is required. While a Reference letter isn't required for this district, some districts do require one so make sure to ask someone in advance if they would write one. Reference letters are typically uploaded in this section or the "Supplemental Materials" section.

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 District administrators request the following items for their review. Click 'Add File' to submit a file electronically now. If you cannot upload your documents, be prepared to provide them should you be called for an interview. **PLEASE DO NOT SEND US PAPER DOCUMENTS.** **Note:** You assure that we have a complete record of your candidacy if you upload all materials yourself.

Type	Status
Letter of introduction	Add File(s)
Current Resume	Add File(s)
Teaching Certificate	Add File(s)

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Supplemental materials can vary based on the district/position. Since you do not currently have your certification you can upload a PDF document that explains in 1-2 sentences that you are graduating in xxx month and expect to have a certification in xxx month. You can also request a PDF letter from the Center of Pedagogy indicating that you are on track to becoming certified by writing to clinicalinternships@montclair.edu

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 Additional Information

List any additional information which will help in determining your professional qualifications for a position with Montclair Board of Education.

Here's a chance to say anything that wasn't already asked of you in your application that makes you stand out.

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- 21. EEO Form
- 22. Diversity
- 23. Legal Information
- 24. Confirmation**

Tip: After you correct the errors on a page use the "finish" button at the bottom of the window to return here.

Type	Message
Warning:	<ul style="list-style-type: none"> • Student teaching experience was not entered. If you have three years of experience or fewer, you should complete this. • [Go to the Student Teaching step]
Attention Needed:	<ul style="list-style-type: none"> • High school attended is missing. • High school graduation status is missing. • [Go to the Education step]
Attention Needed:	<ul style="list-style-type: none"> • Highest degree attained is missing. • [Go to the Education (cont.) step]
Attention Needed:	<ul style="list-style-type: none"> • You must specify if you hold a certificate. • [Go to the Certifications step]
Attention Needed:	<ul style="list-style-type: none"> • You must specify if you have previously obtained Highly Qualified status. • [Go to the Highly Qualified Teacher step]
Attention	

The previous steps before you confirm your application are straightforward questions about yourself. Once you get to the confirmation page it will tell you if anything required is missing from your application.

Some Final Tips

- You do not have to finish your application once you start it. You can save it as a draft at any time and return back to it to continue editing it.
- Your application will be saved for a certain amount of days (typically around 30 days). This is the amount of time you have to fully submit your application.
- It can be helpful to keep an ongoing list of what jobs you have started an application for and submitted.