

**HOW TO CREATE A CANDIDATE PROFILE AND
APPLY TO A POSITION IN E-RECRUITING**

<https://www.hrdadeschools.net/supportpersonnelstaffing/>

PLEASE FOLLOW THE STEPS BELOW:

Support Personnel Staffing

- Home
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- How to Apply
- Guide for Hiring Managers
- Apply Here
- ONE: Onboarding for New Employees
- Forms
- Photo Albums
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- Contact Us
- 2023 UTD Office Employee of the Year - Winner
- 2023 UTD Paraprofessional / School Support Personnel of the Year - Winner
- UTD 2021-2022 Paraprofessional School Support Personnel of the Year
- UTD 2021-2022 Office Employee of the Year
- Support Personnel Staffing Awards Archive

JOIN OUR TEAM



Immediate Openings: Bus Drivers and Mechanics

1- Click on "Apply Here"

Follow @MDCPSJOBS



[Click here to view the Bus Drivers Hiring Flyer](#)



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Contact Us

UTD 2022-2023
Paraprofessional/School
Support Personnel of the
Year - Packet

UTD 2022-2023 Office
Employee of the Year -
Packet

UTD 2021-2022
Paraprofessional School
Support Personnel of the
Year

UTD 2021-2022 Office
Employee of the Year

Support Personnel Staffing
Awards Archive



New Applicants

[Register and Login Here](#)

2 – Click on
“Register and
Login Here”

Important Note:

If you provide a false social security number, you will not be considered for employment.

If you have never been employed by Miami-Dade County Public Schools or were hired with M-DCPS prior to November 2009, you must register to search and apply for open full-time positions.

****Veterans' Preference and priority as per 295.07 F.S., shall be given to certain service members, veterans, spouses, and family members of veterans who have served in the Armed Forces of the United States of America.***

Please read the four reminders below before you begin your registration:

1. E-mail Requirement

To use our online application system, we require all users to have a valid email account. If you do not have an email account, you may create a free account at www.gmail.com or www.yahoo.com/mail.

2. Password Selection

Registration requires a password that is a minimum of 8 alphanumeric characters (with at least one number).

3. Questionnaire Completion

After initial registration, you will be emailed a mandatory questionnaire. This questionnaire must be completed before you can submit a job application online.

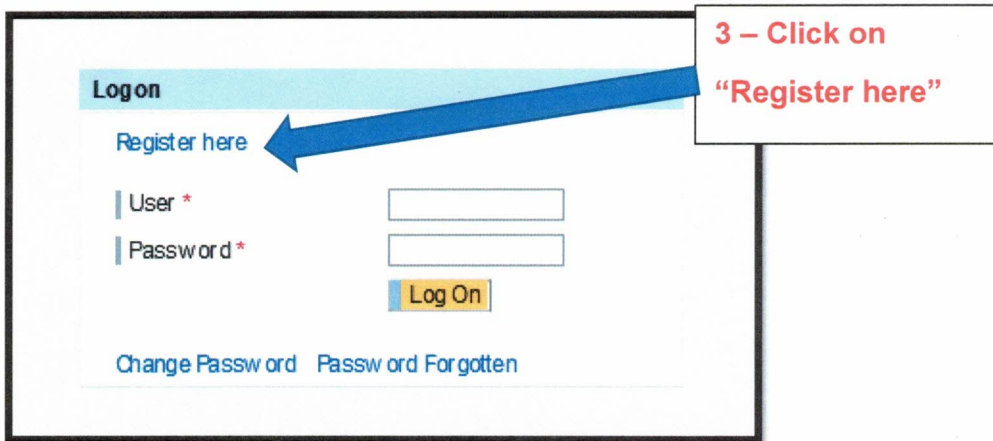
4. Transcript Submission

If you are planning to apply for a position that requires a specific education degree, we require official transcripts from your college or university OR an official copy of your high school diploma. You should begin this process now. Applicants who have not submitted these documents WILL NOT BE CONSIDERED FOR EMPLOYMENT. To submit these documents, you must do one of the following:

HOW TO CREATE A CANDIDATE PROFILE AND APPLY TO A POSITION IN E-RECRUITING

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PLEASE FOLLOW THE STEPS BELOW:



Logon

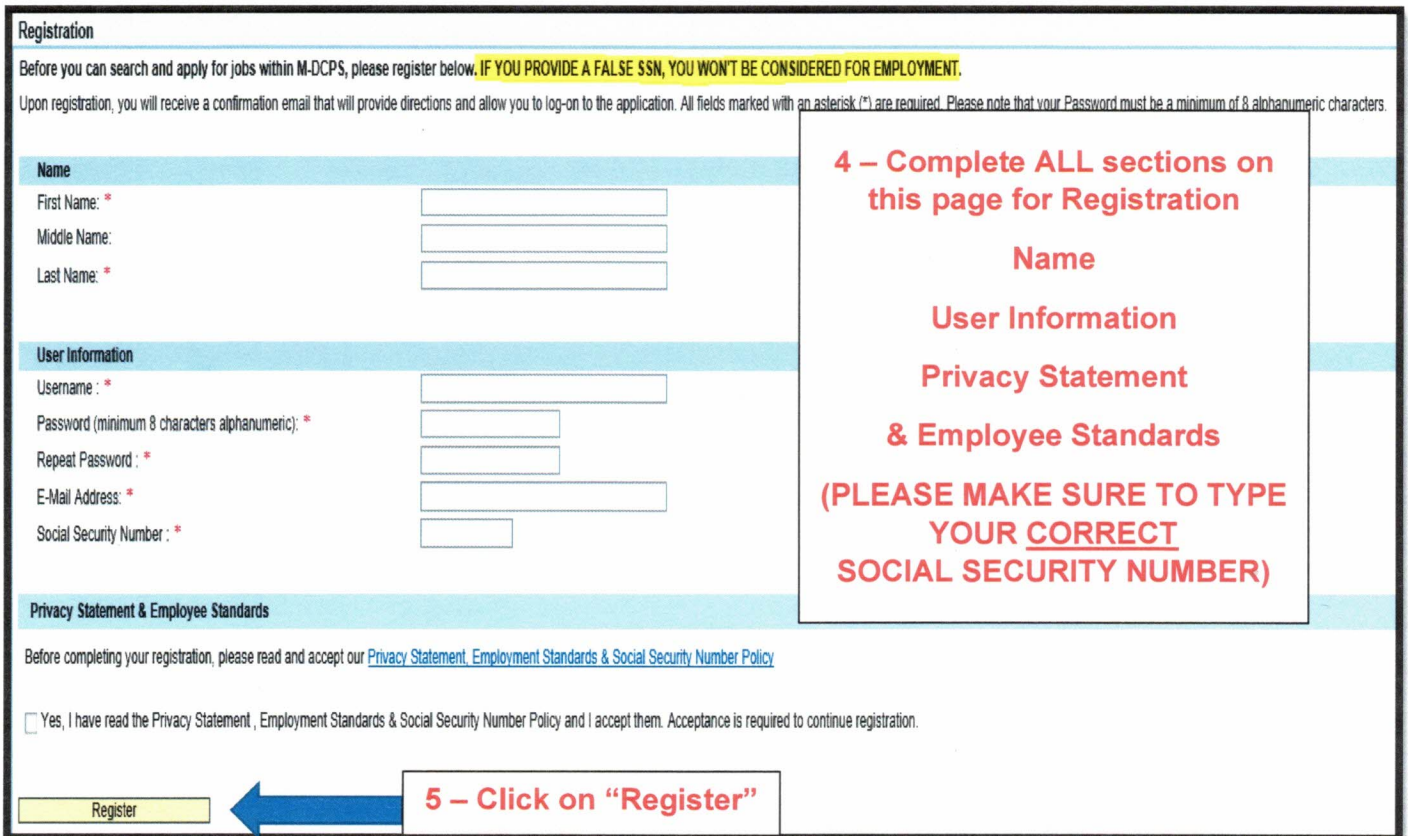
[Register here](#)

User *

Password *

[Change Password](#) [Password Forgotten](#)

3 – Click on “Register here”



Registration

Before you can search and apply for jobs within M-DCPS, please register below. **IF YOU PROVIDE A FALSE SSN, YOU WON'T BE CONSIDERED FOR EMPLOYMENT.**

Upon registration, you will receive a confirmation email that will provide directions and allow you to log-on to the application. All fields marked with an asterisk (*) are required. Please note that your Password must be a minimum of 8 alphanumeric characters.

Name

First Name: *

Middle Name:

Last Name: *

User Information

Username: *

Password (minimum 8 characters alphanumeric): *

Repeat Password: *

E-Mail Address: *

Social Security Number: *

Privacy Statement & Employee Standards

Before completing your registration, please read and accept our [Privacy Statement](#), [Employment Standards & Social Security Number Policy](#)

Yes, I have read the Privacy Statement, Employment Standards & Social Security Number Policy and I accept them. Acceptance is required to continue registration.

4 – Complete ALL sections on this page for Registration

Name

User Information

Privacy Statement

& Employee Standards

(PLEASE MAKE SURE TO TYPE YOUR CORRECT SOCIAL SECURITY NUMBER)

5 – Click on “Register”

HOW TO CREATE A CANDIDATE PROFILE AND APPLY TO A POSITION IN E-RECRUITING

<https://www.hrdadeschools.net/supportpersonnelstaffing/>


PLEASE FOLLOW THE STEPS BELOW:

NOTE: After registering you will receive an e-mail requesting you to complete a Background Questionnaire, please complete and submit it.

If you do not receive the e-mail, you may request it by clicking on the Request Questionnaire (see below).

Employee Self-Service > Overview

Welcome to the M-DCPS online application system. Please use the links below to explore and apply for employment opportunities as well as enter or maintain personal information.



Employment Opportunities

Search for job openings, apply for jobs and modify/track job applications.

- [Apply Directly](#)
- [Search and Apply for Jobs](#)
- [Manage your Applications](#)
- [Request Questionnaire](#)

6 - Click on "Search and Apply for Jobs"

Search and Apply for Jobs

[Employment Opportunities](#) > Search and Apply for Jobs

Please use the fields below to search current job opportunities. You may search by Keyword, Job Level, Job Classification, or any combination of these criteria. After entering search criteria, press the yellow "Start Search" button.

Once search results are displayed, you may view the job posting to the left of the desired job(s) and then click the yellow "Apply Now" button.



"In This example, we searched for a job using **Search by Keyword** and Typed the school's name (Florida)"

You can also Search by other **Keywords, Job Level**, as well as **Job Classification**.

Start Search

Reset

Keyword Search

Search by Keyword(s):

Foreperson

Search Method:

One word (OR)

Search Criteria for Employment Opportunities

Job Level:


-- Select --
Administrative / Management
Clerical
Construction Trades / Maintenance

Job Classification:

-- Select --
Administrator
Administrator - School Site
Adult Education

Start Search

Reset

"Click on  link"

Search and Apply for Jobs

Please use the fields below to search current job opportunities. You may search by Keyword, Job Level, Job Classification, or any combination of these criteria. After entering search criteria, press the yellow "Start Search" button.

Once search results are displayed, you may view the job posting and description by clicking on the job title. To begin the application process, select the box(es) to the left of the desired job(s) and then click the yellow "Apply Now" button.

Search Criteria

Search Result: 8 Hits

Job Classification	Job Posting	Published	Country	Favorite	Application from
Maintenance	FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182	05/23/2022			
Maintenance	MATERIAL A&T SPEC I, Maintenance Materials Mpt, NC52378392	05/23/2022			
Other	FOREPERSON-MATERIAL HNDL, Transportation Vehicle Maint, NC52359770	01/04/2022			
Maintenance	MATERIAL HANDLER I, Assessment, Research, Data, NC52394281	05/18/2022			
Maintenance	SHEET METAL WORKER II (JO, Facilities Maintenance And Operations, NC52390866	05/03/2022	United States	No	
School Support	SECURITY SPECIALIST 12M, Miami Jackson Adult, NC52389714	04/29/2022	United States	No	
Security	SBAB SECURITY SPECIALIST, Dist Insp, Ops Emerg Mgt, NC52395187	05/24/2022	United States	No	
Maintenance	STEAMFITTER II-JOURNEYPER, Maintenance Service Center 4, NC52390867	05/03/2022	United States	No	

"Click [FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182](#) to see more information."

Page 1 of 1

Add to Favorites / Delete from Favorites

Apply / Now

Return to Search

"Select preferred position and click Apply/Now"

FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182

Employment Opportunities > Search and Apply for Jobs > FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182

You can apply for this [job](#). To view your search results click the "Search and Apply Directly" link above.

"Click Apply if you want to apply for the job"

Apply

M-DCPS e-Recruiting

External Public

95182



There will be a brief summary explaining the position. (Not pictured here)

Job Posting Title

FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182

Application for Employment

[Employment Opportunities](#) > [Search and Apply for Jobs](#) > Application for Employment

You are applying for the following vacancy:

Job Posting: [FOREPERSON-CARPENTER_Maintenance Service Center 1_NC52395182](#)

“Click Personal Information tab”

Application for Employment 1 Notes 2 Personal Information 3 Contact Information 4 Work Experience 5 Education

Personal Information

Welcome to Miami-Dade County Public Schools' application for employment.

Please complete our multi-step application process which takes about 25 minutes to complete. To navigate between steps, you may either click on the yellow button(s) or on the tabs directly. Please make sure all of the tabs are complete before submitting your application.

>If you are planning to apply for a position that requires a specific education degree, we require official transcripts from your college/university OR an official copy of your high school diploma **before we can consider your application for employment.**

To submit these documents, you must do one of the following:

1. Bring or mail your documents to:
Miami-Dade County Public Schools
Personnel Records, Transcript Desk
1450 N. E. 2nd Avenue, Suite 456
Miami, FL 33132



Read the information on this screen. There is a lot of important information.

2. Where applicable, you may use www.studentcleaninghouse.org to send your transcripts to us directly. Note that not all colleges and universities participate in this program.

>If you have previously completed your candidate profile some of the information in steps 2 through 6 will already be populated. Be sure to review the accuracy of this information prior to submitting your application.

[Employment Opportunities](#) > [Search and Apply for Jobs](#) > Application for Employment

You are applying for the following vacancy:

Job Posting: [FOREPERSON-CARPENTER_Maintenance Service Center 1_NC52395182](#)

Application for Employment 1 Notes 2 Personal Information 3 Contact Information 4 Work Experience 5 Education

Notes Contact Information

Please provide your personal information.

Please review the personal information you provided during registration and complete all other fields.

Title: -- Select --
First Name: Abby
Middle Name:
Last Name: Britt
Date of Birth: * 09/25/1991
Social Security Number: XXX-XX-3550



It is very important that you review the information carefully.

Save

“Click Save link”

To apply for the vacancy listed below, begin by reading the instructions on the initial NOTES step, then complete each subsequent step of the application and, lastly, be sure to submit your application through the final SEND APPLICATION step.

Job Posting [4TH GRADE, Air Base Elementary School, NC50718068](#)

Click Contact Information tab.

Application for Employment 1 Notes 2 Personal Information 3 Contact Information 4 Work Experience 5 Education

Notes Contact Information

Please provide your personal information.
Please review the personal information you provided during registration and complete all other fields.

Title	-- Select --
First Name	Fred
Middle Name	
Last Name	Fajardo
Date of Birth *	09/02/1969
Social Security Number	XXX-XX-7899

If you edit any of the information on any of the tabs, make sure you click Save.

Save

Data saved successfully

Application for Employment

To apply for the vacancy listed below, begin by reading the instructions on the initial NOTES step, then complete each subsequent step of the application and, lastly, be sure to submit your application through the final SEND APPLICATION step.

Job Posting [4TH GRADE, Air Base Elementary School, NC50718068](#)

Click Work Experience tab.

Application for Employment 1 Notes 2 Personal Information 3 Contact Information 4 Work Experience 5 Education

Personal Information Work Experience

Please provide your contact information.
Please review the contact information you provided during registration and complete all applicable fields.

E-Mail Address

E-Mail Address *	fred@gmail.com
------------------	----------------

Telephone

Home *	305-665-1122
Work	
Cell	
Preferred Contact Telephone Number	Home

Address

Permanent Residence Address

Street *	15468 SW 205th Terrace
Apartment	
Country	United States
Region/State *	Florida
City *	Miami
Postal Code *	33155

Temporary Residence Address

Application for Employment

[Employment Opportunities](#) > [Search and Apply for Jobs](#) > Application for Employment

You are applying for the following vacancy:

Job Posting: [FOREPERSON-CARPENTER_Maintenance Service Center 1_NC52395182](#)

“Click Education tab.”

Application for Employment 1 Notes > 2 Personal Information > 3 Contact Information > 4 Work Experience > 5 Education

Contact Information Education

Please provide your work background below. Enter experience(s) by clicking “New Entry”. To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking “New Entry” or “Edit”, you will be asked to provide/modify detailed information about your work experience. Once finished, click the “Save” button.

Work Experience

Start Date	End Date	Employer	City	Country	Job Title
05/27/2022	Open	Port St. Lucie Middle School	Port St. Lucie	United States	Teacher

Page 1 of 1

New Entry



If you would like to add more Work Experience, click on New Entry.

Application for Employment

[Employment Opportunities](#) > [Search and Apply for Jobs](#) > Application for Employment

You are applying for the following vacancy:

Job Posting: [FOREPERSON-CARPENTER_Maintenance Service Center 1_NC52395182](#)

“Click [Next] to move on to the next tabs”

Application for Employment 1 Notes > 2 Personal Information > 3 Contact Information > 4 Work Experience > 5 Education

Work Experience Qualifications

Please provide your education background below. Click “New Entry” to enter a college, vocational, high school or other educational experience. To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking “New Entry” or “Edit”, you will be asked to provide/modify detailed information about your education experience. Once finished, click the “Save” button.

Education

Start Date	End Date	Name of Institution	City	Country	Education Level	GPA	Click here if Education Major
05/27/1999	Open	Florida University	Gainesville	United States	Bachelor's Degree		<input type="checkbox"/>

Page 1 of 1

New Entry

Edit

Delete

Application for Employment

[Employment Opportunities](#) > [Search and Apply for Jobs](#) > Application for Employment

You are applying for the following vacancy:

Job Posting: [FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182](#)

Application for Employment

6 Qualifications

7 Attachments

8 Data Overview

9 Non-Instructional Process Template

10 EEO



Work Experience

Qualifications

“Click Qualifications tab.”

Please provide your education background below. Click “New” to add new educational experience. To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking “New Entry” or “Edit”, you will be asked to provide/modify detailed information about your education experience. Once finished, click the “Save” button.

Education

Start Date	End Date	Name of Institution	City	Country	Education Level	GPA	Click here if Education Major
------------	----------	---------------------	------	---------	-----------------	-----	-------------------------------

There is no data on your education currently available.

Page 0 of 0

New Entry

Application for Employment

[Employment Opportunities](#) > [Search and Apply for Jobs](#) > Application for Employment

You are applying for the following vacancy:

Job Posting: [FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182](#)

“Click Attachments tab.”

Application for Employment

6 Qualifications

7 Attachments

8 Data Overview

9 Non-Instructional Process Template

10 EEO



Education

Attachments

Please tell us about your qualifications. Enter and review qualification groups, qualification types and ratings by clicking the “Edit” button below.

Select a “Qualification Group” using the dropdown menu. Select a specific Qualification by clicking the box to its left and then rate your proficiency in that area. You may rate yourself within multiple “Qualification Groups”. When finished, click “Save”.

Qualifications

Qualification Group	Qualification	Proficiency
Mathematics	Math 6-12	Not rated

Page 1 of 1

Edit

Application for Employment

Employment Opportunities > Search and Apply for Jobs > Application for Employment

You are applying for the following vacancy:

Job Posting: [FOREPERSON-CARPENTER, Maintenance Service Center 1_NC52395182](#)

“Click Data Overview tab.”

Application for Employment 6 Qualifications 7 Attachments 8 Data Overview 9 Non-Instructional Process Template 10 EEO

Qualifications Data Overview

Please provide any additional documents relevant to this job application. Click “Add Attachment” to attach a new document. To edit or delete an existing attachment, click the blue box by that entry and select the appropriate action.

Administrative positions REQUIRE A RESUME, COVER LETTER AND 2 LETTERS OF REFERENCE. Non-instructional positions REQUIRE 3 LETTERS OF REFERENCE AND ANY APPLICABLE CERTIFICATES OR LICENSES. If requesting Veteran's Preference attach documentation.

Attachments

Document Title

[reference.pdf](#)

[documents.pdf](#)

Page 1 of 1

Add Attachment

In this section you may upload your resume, cover letter, reference letters, medical records, etc. The writing above this section indicates what is required for this position

Edit Delete

Application for Employment

Employment Opportunities > Search and Apply for Jobs > Application for Employment

You are applying for the following vacancy:

Job Posting: [FOREPERSON-CARPENTER, Maintenance Service Center 1_NC52395182](#)

“Click Non instructional Process Template tab.”

Application for Employment 6 Qualifications 7 Attachments 8 Data Overview 9 Non-Instructional Process Template 10 EEO

Attachments Non-Instructional Process Template

1 of 2 Page view Read aloud Add text Draw Highlight Erase

Data Overview

Below is a summary of the information you have entered in the prior steps of this application process. Please review this information and revisit prior steps as needed. You may also print a copy of the information for your records.

Personal Information		Address
Title	First name	
	Abby	205th terr
Academic Title 1	Last name	33155
	Britt	UNITED STATES
Date of birth	Sex	
09/25/1991	Female	

This is a PDF; contains all information you provided in each tab.

Application for Employment

[Employment Opportunities](#) > [Search and Apply for Jobs](#) > Application for Employment

You are applying for the following vacancy:

Job Posting: [FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182](#)

"Click EEO tab."

Application for Employment 6 Qualifications 7 Attachments 8 Data Overview 9 Non-Instructional Process Template 10 EEO



Data Overview EEO

Questionnaire

Before you apply, please answer the following questions. As long as you have not yet sent us your application, you can change the questionnaire responses at any time.

Non-Instructional "Click button to select answer."

1. Do you have a valid Certificate of Competency License for related position from Miami-Dade, Broward, Monroe, Collier, Palm Beach, or any other county? *

Yes

No

2. How many years of experience do you have for the position for which you are applying? *

0-1 year

2-3 years

4-5 years

6 years or more



This section must be filled out in order to send the application for the job posting.

Click on after completed.

Application for Employment

[Employment Opportunities](#) > [Search and Apply for Jobs](#) > Application for Employment

You are applying for the following vacancy:

Job Posting: [FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182](#)

Application for Employment 6 Qualifications 7 Attachments 8 Data Overview 9 Non-Instructional Process Template 10 EEO



Non-Instructional Process Template Send Application

Questionnaire

Before you apply, please answer the following questions. As long as you have not yet sent us your application, you can change the questionnaire responses at any time.

EEO

"Click button to select answer."

1. What is your gender? *

Male

Female

2. Are you Hispanic or Latino? *

Hispanic or Latino

Not Hispanic or Latino



This section must be filled out in order to send the application for the job posting.

Click on after completed.

Application for Employment

[Employment Opportunities](#) > [Search and Apply for Jobs](#) > Application for Employment

To apply for the vacancy listed below, begin by reading the instructions on the initial NOTES step, then complete each subsequent step of the application and, lastly, be sure to submit your application through the final SEND APPLICATION step.

Job Posting [4TH GRADE, Air Base Elementary School, NC50718068](#)

Click **Send Application** tab.

Application for Employment | 6 Qualifications | 7 Attachments | 8 Data Overview | 9 EEO | 10 **Send Application**



◀ Data Overview | Send Application ▶

Questionnaire

Before you apply, please answer the following questions. As long as you have not yet sent us your application, you can change the questionnaire responses at any time.

EEO

1. What is your gender? *

- Male
 Female

2. Are you Hispanic or Latino? *

- Hispanic or Latino
 Not Hispanic or Latino

3. What is your race? *

- American Indian or Alaska Native
 Asian
 Black or African American
 Hawaiian or Other Pacific Islander
 White

Save

Reset

Once you click on **Save** you should see a message saying that your **Data saved successfully**.

Data saved successfully

Application for Employment

[Employment Opportunities](#) > [Manage your Applications](#) > Application for Employment

To apply for the vacancy listed below, begin by reading the instructions on the initial NOTES step, then complete each subsequent step of the application and, lastly, be sure to submit your application through the final SEND APPLICATION step.

Job Posting: [FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182](#)

Application for Employment | 11 Send Application



EEO

You can now submit your application.

Upon reviewing all the applications submitted for this position, we will contact you with further information. Before clicking the "Submit" button, please let us know how you learned about this job opportunity.

Where did you find out about us?

Source:

Details:

Other Information:

Enter the first and last name of our employee who referred you or who can be approached for a referral.



You can enter additional information, if needed.

Submit

"Click **Submit** to submit your application of this job posting."

Application for Employment

[Employment Opportunities](#) > [Manage your Applications](#) > Application for Employment

To apply for the vacancy listed below, begin by reading the instructions on the initial NOTES step, then complete each subsequent step of the application and, lastly, be sure to submit your application through the final SEND APPLICATION step.

Job Posting: [FOREPERSON-CARPENTER, Maintenance Service Center 1, NC52395182](#)

Application for Employment | 11 Send Application



EEO

You can now submit your application.

Upon reviewing all the applications submitted for this position, we will contact you with further information. Before clicking the "Submit" button, please let us know how you learned about this job opportunity.

Where did you find out about us?

Source:

Details:

Other Information:

Enter the first and last name of our employee who referred you or who can be approached for a referral.



Congratulations!! You have just completed applying for a position **Support Personnel Staffing / Non-Instructional**.



Once you click on **submit** you should receive this message saying that **Your application was sent successfully**, If not, You can go back to any tab and make sure to complete / correct any error.

Submit Your application was sent successfully.

Employment Opportunities

Welcome to the M-DCPS online application system. Please use the links below to explore and apply for employment opportunities as well as enter or maintain personal information.



Employment Opportunities

Search for job openings, apply for jobs and modify/track job applications.

[Apply Directly](#)

[Search and Apply for Jobs](#)

[Manage your Applications](#)

[Request Questionnaire](#)



You can go back to see your application under **Manage you Applications**.



Personal Settings

Update your candidate profile, modify your personal and contact information, change your username or password, and if necessary, delete your registration.

[Candidate Profile](#)

[Personal Information](#)

[Contact Information](#)

[Change Username](#)

[Delete Registration](#)