✉ Contact Us | 🔍 Search

Employment Opportunities
Human Capital Management

Wednesday, November 20, 2013

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Dadeschools > Human Resources > Employment Opportunities > Search and Apply

SEARCH AND APPLY FOR A POSITION

IMPORTANT NEWS UPDATE

- Applicants who have previously applied using our paper application or older teacher web application must now register in E-Recruiting, our new online application system. Learn more.
- Mac computer users must install Firefox web browser. Learn more.
- Adobe Acrobat 8.0 or greater is required to us... more.

Click **Register and Login Here** link.

- **FOR NEW APPLICANTS: IF YOU PROVIDE A F... NSIDERED FOR EMPLOYMENT.**

New Applicants
Register and Login Here

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

Current Employees
Login Here

If you are employed by Miami-Dade County Public Schools, you will be prompted to enter your **Employee Number** in the "Username" field, and your **Dadeschools Password** in the "Password" field before you can begin searching and applying for full-time jobs. If you have forgotten your Dadeschools password, please visit

Previous Employees

If you were hired with M-DCPS prior to **November 2009**, and are no longer employed with the District, you must follow the procedures outlined on this page under **New Applicants**.

If you were hired with M-DCPS after **November 2009**, and are no longer employed with the District or if you

Logon

Register here

If this is your first time applying for a position you must register with the M-DCPS system.

User *

Password *

Log On

Click **Log On** link.

Change Password   Password Forgotten

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

Click **Search and Apply for Jobs** link.

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

Search and Apply for Jobs

> 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" but

Once search results are displayed, you may view the job   plication process, select the box(es) 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 (Air Base).

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

Start Search   Reset

Keyword Search

| Search by Keyword(s) | air base |
| 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 Start Search 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: 50 Hits

	Job Classification	Job Posting	Published	Country	Favorite	Application from
☐	Clerical Support	DATA INPUT SPECIAL II 10M, Air Base Elementary School, NC50718172	06/06/2013	United States	No	
☐	Elementary Intermediate (K-6)	5TH GRADE, Air Base Elementary School, NC50718041	06/06/2013	United States	No	
☐	Elementary Primary (Pre-K)	KINDERGARTEN TCHR, Air Base Elementary School, NC50718070	06/06/2013	United States	No	
☐	Elementary Intermediate (K-6)	4TH GRADE, Air Base Elementary School, NC50718068	06/06/2013	United States	No	
☐	School Support	PARA I-GENERAL, Air Base Elementary School, NC...	06/07/2013	United States	No	
☐	Custodial Services	CUSTODIAN 12 MONTH, Air Base Elementary... 8401	06/07/2013	United States	No	
☐	Clerical Support	DATA INPUT SPECIAL II 10M, Howe...			No	
☐	Clerical Support	DATA INPUT SPECIAL II 10M, Ben S...			No	
☐	Clerical Support	DATA INPUT SPECIAL II 10M, RedI...			No	
☐	Clerical Support	DATA INPUT SPECIAL II 10M, Miami Shores Elementary, NC50718212	06/06/2013	United States	No	

Click 4TH GRADE, Air Base Elementary School, NC50718068 link to see more information about the position.

Page 1 of 5

[Add to Favorites / Delete from Favorites] [Apply / Now]

[Return to Search]

Employment Opportunities > Search and Apply for Jobs > 4TH GRADE, Air Base Elementary School, NC50718068

You can apply for this position by clicking on the yellow "Apply" button. To return to your search results click the "Search and Apply Directly" link above.

[Apply]

Click [Apply] if you want to apply for the job.

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

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 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:

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

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

2. Where applicable, you may use www.studentclearinghouse.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.

Application for Employment

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Job Posting 4TH GRADE, Air Base Elementary School, NC50718068

| 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

Click Save link.

Save

It is very important that you review the information carefully.

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.

Click **Work Experience** tab.

Job Posting 4TH GRADE, Air Base Elementary School, NC50718068

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

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.

Click **Contact Information** tab.

Job Posting 4TH GRADE, Air Base Elementary School, NC50718068

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

ℹ 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 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
■	05/20/2001	Open	Port St. Lucie Middle School	Port St. Lucie	United States	Graphic Arts Teacher
Page 1 of 1						

[New Entry] [Edit] [Delete]

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

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 ▶| to move on to the next pages' link.

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

◀ Work Experience | Qualifications ▶

Next page

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
■	09/01/1993	05/20/1997	FLORIDA, UNIVERSITY OF	Gainsville	United States	Bachelor's Degree		☐
Page 1 of 1								

[New Entry] [Edit] [Delete]

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.

Click Qualifications tab.

Job Posting 4TH GRADE, Air Base Elementary School, NC50718068

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

◀ 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
■	09/01/1993	05/20/1997	FLORIDA, UNIVERSITY OF	Gainsville	United States	Bachelor's Degree		☐

Page 1 of 1

| New Entry | | Edit | | Delete |

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.

Click Attachments tab.

Job Posting 4TH GRADE, Air Base Elementary School, NC50718068

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

◀ 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
FL Teacher Certification Examinations	Technology Education 6-12	Pass

Page 1 of 1

Edit

Application for Employment

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Job Posting 4TH GRADE, Air Base Elementary School, NC50718068

Click Data Overview tab.

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

◄ 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.

Note that instructional positions REQUIRE A RESUME. Managerial and 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.

Attachments			
Document Title		⇕	Language ⇕
No attachments currently exist.			

Page 0 of 0

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.

Application for Employment

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Job Posting 4TH GRADE, Air Base Elementary School, NC50718068

Click EEO tab.

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

◄ Attachments EEO ►

🖨 💾 📧 ⬆ ⬇ 1 / 2 ⬆ ✋ 🔍 ⊖ ⊕ 98.8% ▾ 🔗 Collaborate ▾ ✎ Sign ▾ 🔲 🔳 Find ▾

Data Overview

Below is a summary of the information   steps of this application process. Please review this information and revisit prior steps as need   of the information for your records.

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

Personal Information		Address
Title	**First name**	Fred Fajardo
	Fred	15468 SW 205th Terrace
Academic Title 1	**Last name**	MIAMI FL 33155
	Fajardo	UNITED STATES
Date of birth		
09/02/1969		

Contact Information

Other Addresses

No other addresses available

Application for Employment

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Job Posting 4TH GRADE, Air Base Elementary School, NC50718068

| 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

Click ⚪ Male radio button.

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

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 |

🛑 Make an entry in all fields marked with an asterisk (*)

Application for Employment

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Job Posting   4TH GRADE, Air Base Elementary School, NC50718068

| 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

Click ○ Hispanic or Latino radio button.

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 |

⊗ Make an entry in all fields marked with an asterisk (*)

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.

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◀ 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 A...
- ☐ Hawaiia... ...other Pacific Islander
- ☐ White

Click ☐ White radio button.

| Save | Reset |

🛑 Make an entry in all fields marked with an asterisk (*)

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

| 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

Click [Save] link.

[Save]   [Reset]

🛑 Make an entry in all fields marked with an asterisk (*)

Application for Employment

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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**.

ℹ Data saved successfully

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

| Application for Employment | 6 Qualifications ☑ | 7 Attachments | 8 Data Overview | 9 EEO ☑ | 10 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.

Click ▾ to select a **Source.**

Where did you find out about us?

Source	-- Select --	▾
Details	-- No Selection Possible -- ▾
Other Information	

Submit

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.

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◀ 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	-- Select --	▾
Details	
Other Information	

-- Select --
District-sponsored Event
Employee Referral
Job Fair
Newspapers/Periodicals
Other
Professional Organization
Radio

Submit

Select Employee Referral option.

Application for Employment

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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	Employee Referral ▾
Details	-- Select -- ▾
Other Information	

Click ▾ to select **Details**.

Submit

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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

| Application for Employment | 6 Qualifications ☑ | 7 Attachments | 8 Data Overview | 9 EEO ☑ | 10 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	Employee Referral ▾
Details	-- Select -- ▾
	-- Select --
	Employee Referral
	Referred by teacher in M-DCPS
Other Information	

Submit

Select Referred by teacher in M-DCPS option.

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

| Application for Employment | 6 Qualifications ☑ | 7 Attachments | 8 Data Overview | 9 EEO ☑ | 10 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	Employee Referral ▾
Details	Referred by teacher in M-DCPS ▾
Other Information	

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

[Submit]

Click [Submit] to submit your application of this job posting.

Application for Employment

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

You have already submitted an application for this job posting:

Job Posting 4TH GRADE, Air Base Elementary Scho

Congratulations!! You have just completed the **Applying for an Instructional Position for an External Canidate** tutorial.

| Application for Employment | 6 Qualificati... | ...end 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	Employee Referral ▾
Details	Referred by teacher in M-DCPS ▾
Other Information	

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

[Submit]

ℹ Your application was sent successfully.

Once you click on **Submit** you should recieve this message saying that **Your application was sent successfully.**