

AppliTrack Instructions for Prospective Student Teachers and Interns

Visit <https://www.applitrack.com/chccs/onlineapp/default.aspx?Category=Intern%2fStudent+Teaching> to submit your application for Student Teacher/Intern (Job ID 628).

The application for prospective student teachers/interns includes 13 sections. Information marked * is required. You may save your work and return to finish it at a later date. The application for prospective student teachers/interns includes the following sections:

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|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Personal Info | Provide all requested information |
| 2. Current Employment Status | Select your response to the yes/no question |
| 3. Postal Address | Provide BOTH your permanent and present mailing addresses (if different) |
| 4. Vacancy Desired | Scroll down and select JobID 628: Student Teacher/Intern |
| 5. Position Desired | Select the type of placement being requested <ul style="list-style-type: none">• Administrative• Student Support (non-teaching, i.e. Counselor, Media, SLP, Social Work, etc.)• Student Teaching |
| 6. Legal Information | Provide all required information |
| 7. Education | Provide all required information <ul style="list-style-type: none">• It is <u>not</u> necessary to upload transcripts. |
| 8. Education (cont.) | Provide all required information |
| 9. Statements of Understanding | Read and digitally sign |
| 10. Legal information | Provide all required information |
| 11. EEO Form | Provide all required information |
| 12. BIB Disclosure/Authorization | Provide all required information |
| 13. Confirmation | Read and click "Submit" to make your application live |

Thank you for your interest in completing a student teaching or internship experience with CHCCS!