

Applying for Job Postings with Belton ISD

The following instructions explain how to apply for postings using the Fast Track online application system. The Belton ISD website has a link to current job postings.

Viewing Job Postings & Details

The list of job postings will display:

All Posted Positions Via Employee Access					
Apply	Category	Position Description	Assignment Description	Location	When
<input type="checkbox"/>	Auxiliary/Support S	Support Services Maintenance	Secretary Administrative	Maintenance	When
<input type="checkbox"/>	Professional	Teacher	SP ED AIMS	When	When
<input type="checkbox"/>	Professional	Teacher	SP ED Life Skills	Belton High School	When
<input type="checkbox"/>	Professional	Teacher	Spanish	South Belton Middle School	When

Check the box on the far left for any job posting you are interested in, and then click **View Details of Highlighted Position** (button on the right):

☐

Apply	Category	Position Description
<input type="checkbox"/>	Auxiliary/Support Services	Support Services Maintenance
<input type="checkbox"/>	Professional	Teacher
<input type="checkbox"/>	Professional	Teacher
<input type="checkbox"/>	Professional	Teacher

View Details of Highlighted Position

Apply for Selected Position(s)

Log In

The job details page will open. On this page you can review the salary information, the job description, and other details. If you meet the position requirements, click on the **Apply for Position** button.

Position Details

Position Information

Listing ID: 141121002

Position: Teacher

Assignment: SP ED Life Skills

Location: Belton High School

Department: HS TEACHER

Job Type: Teacher Pay Schedule

Salary: Depends on Experience & Certificat.

Salary Matrix: LOC1415B

Step Range: 0 - \$43,300.00 to 0 - \$43,300.00 (contract)

Employment Type: Full Time

Job Descriptions: Teacher Special Education (Attachment) [View](#)

Application Deadline: Until Filled

Apply For Position

Back

Statement of Acceptance - PLEASE READ THIS SECTION

It is your responsibility to insure that the required documents are submitted with your application. The required documents are listed on the position. If you are not able to upload your documents, and wish to mail or fax them to the district for upload, please login to your application frequently to verify that documents were received and uploaded. If you submit more than one type of application, the attachments will be uploaded to both applications.

Applications are reviewed upon submission, and interviews are scheduled from that point forward, based upon the application pool. Please check your email frequently for a "Request for Interview" email. Not all applicants will be granted an interview.

NOTICE FOR SUBSTITUTE APPLICANTS: Please make sure you activate your application and also apply for the substitute job posting. Directions regarding substitute orientation are outlined on the district website: <http://www.bisd.net/Page/234>

I grant permission for Belton ISD to request personal and employment references from those listed, and certify that I can, and will upon request, substantiate all statements made on this application and that such statements are true, complete to the best of my knowledge and are made in good faith. I understand that any misrepresentation of this information shall be cause for denial or employment and, if employed, for dismissal. Submission certifies that I hereby expressly authorize the Board of Education, its agents, and its employees to investigate my personal or employment history, expressly including, but not limited to federal and/or state criminal, law enforcement, or traffic records, which may include confirmation by fingerprint identification.

Applying for a Position: Logging In

After you check "Apply for Position" on a job details page, the **Log In** screen will appear.

The screenshot shows a web form with two main sections. The top section, titled "Existing Users Please Log In", contains fields for "Username:" and "Password:", a "Log In" button, and a link "Forgot your username/password?". The bottom section, titled "New Users Please Create a Profile", starts with a checkbox "I Would Like To Create a New Profile". Below this are fields for "Your Email Address:", "* Your First Name:", "* Your Last Name:", "* Your Username:", "* Your Password:", "* Re-Enter Password:", "* Your SSN:", and "* Re-Enter SSN:". A link "Why do we collect this information?" is positioned below the SSN fields. A checkbox "I acknowledge that I have read the 'Why do we collect this information?' statement." is in a box below the link. At the bottom of the form are "Create Profile" and "Back" buttons.

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:

* Your SSN:

* Re-Enter SSN:

[Why do we collect this information?](#)

☐ I acknowledge that I have read the "Why do we collect this information?" statement.

[Create Profile](#)

[Back](#)

New Users:

If you have never before applied online with Belton ISD using the Fast Track system, **check the box** that says **"I Would Like to Create A Profile"** and then fill out the required fields and click **Create Profile**.

Existing Users:

If you have applied for a position with Belton ISD using the Fast Track system before, **you MUST use the same username and password** you created originally to start your new application. Fill out this information in the top section and then click Log In.

Forgot your username or password? If you have forgotten your user name and password, click on the link that says [Forgot your username/password?](#) and then enter the email address you used when you applied and click Send Account Info. Your application information will be emailed to you.

This is a partial screenshot of the login section of the web form. It shows the "Existing Users Please Log In" header, the "Username:" and "Password:" labels, and the "Log In" button. The "Forgot your username/password?" link is visible at the bottom, with a blue arrow pointing to it. A vertical blue line is drawn across the right side of the image.

Existing Users Please Log In

Username:

Password:

[Log In](#)

[Forgot your username/password?](#)

Applying for a Position: Starting an Application

After you have logged in or created your profile, you will see the job application page. The number of sections you are required to complete will vary depending on the job type, but you will see a listing page that shows each section you need to fill out. **Each section will be marked Incomplete in red to begin with. Click on the Add button for the first incomplete section to begin entering required information.**

Job Listing

Listing ID: 141121002

Position: Teacher

Assignment: SP ED Life Skills

Location: Belton High School

Dept: HS TEACHER

Group:

Type: Full Time

Deadline: Until Filled

Appl. Status: Not Submitted

Submit to HR

Cancel Application

Return to Profile

This position has 10 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	Incomplete	Add
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Certifications/Licenses	Incomplete	Add
Employment History	Incomplete	Add
Skills Questionnaire	Incomplete	Add
General Questions	Incomplete	Add
References	Completed	Edit
Attachments	Optional	Add
Comments	Optional	Add

Belton ISD reserves the right to modify the details of a position posting at any time. Belton ISD does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs, activities or employment practices. For inquiries regarding the non-discrimination policies, contact: Executive Director of Human Resources (254) 215-2015, or Director of Special Education (254) 215-2112, 400 North Wall, Belton, TX 76512.

Applying for a Position: Completing & Saving a Section of the Application

When you are working on a section of the application, you will see any required fields listed with an asterisk beside them (*). **Complete all required fields and then check the box at the top of the screen that says you have completed the section to the best of your ability. Then click the Save button.**

I Have Completed This Contact Information To The Best Of My Abilities: ☐

Name and Contact Information

* First Name: MARY

Middle:

* Last Name: SMITH

* Street Address: 123 Anywhere Street

☐ International Address

Address Line 2:

P.O. Box:

* Postal Code: 76513

* City: Belton

* State: TX

* Country: USA

* Primary Phone:

Ext:

Alternate Phone:

Ext:

Other Name Used:

Confidential Information

* Social Security Number:

* Re-Enter Social Security Number:

Drivers License Number: 999999999

DL State: TX

* Are You An Employee of the District: ☐ YES ☒ NO

Save and Close

Save and Next

Close

If you do not have data for a section such as employment history, education history, or certifications, you can leave the entire section blank but you still must check the box at the top of the screen that says you have completed that section to the best of your abilities, then click Save, before that section can be completed.

Employment History

Applicant Information

Username: [] Email: []

First Name: MARY Middle: [] Last Name: SMITH

I Have Completed This Employment History To The Best Of My Abilities: ☐

Employment History

Records will be resorted by Starting Date after saving.
Enter the Starting/Ending Dates as accurately as possible.

1

Company: [] Starting Date: [] Ending Date: []

Address: [] Starting Salary: 0.00 Ending Salary: 0.00

City/State/Zip: [] Contact Name: []

Position Title: [] Contact Phone: [] Ext: []

Responsibilities: [] Contact Email: []

Currently Employed: ☐ Yes ☐ No OK To Contact This Employer: ☐ Yes ☐ No

Reason For Leaving: []

2

Company: [] Starting Date: [] Ending Date: []

Address: [] Starting Salary: 0.00 Ending Salary: 0.00

City/State/Zip: [] Contact Name: []

Contact Phone: [] Ext: []

You will be returned to the main application page after you save a section. **The section you just finished will be marked “Complete” instead of “Incomplete”.** You can return to a section by clicking Edit, or move to the next Incomplete section and click update .

Profile Data for MARY SMITH

Profile Section	Status	Last Updated
Update Email Address and Username/Password	Completed	11/24/2014
Update Name and Contact Information	Completed	11/24/2014
Update Conditions of Employment	Completed	11/24/2014
Update Education History	Incomplete	
Update Certifications/Licenses	Incomplete	
Update Employment History	Completed	11/24/2014
Update General Questions	Incomplete	
Update References	Completed	
Update Attachments	Optional	
Update Comments	Optional	

Your Account

[View Messages](#)

[Log Out](#)

[View Posted Positions](#)

Your Applications

Open (1) Processing (0) Closed (1)

Open Applications:

Position	Assignment	Location	New Msg	Status	Deadline	Position
Edit Teacher	Algebra	Administration	0	Not Submitted	Until Filled	14112

Applying for a Position: Attaching a Resume & Cover Letter

If you have a resume & cover letter, those items can be attached to your online application in the Attachments section of the application. **These are optional documents** If you wish to add **Click the Update button** in the Attachments section to upload them.

The attachments window will open. If you have previously uploaded a resume or cover letter, that will be listed here. **If you have never uploaded a resume or cover letter, the File column will say “Not Entered”.** Click the **Update link** to upload a resume or cover letter:

Attachments

Close

Below are the shared Attachments for your open applications. Changes will apply to all open applications that use the same attachment type and do not have a unique attachment assigned.

All required attachments have been uploaded: ☐

Attachment Type	File	Last Updated
Update: Cover Letter	Not Entered	
Update: Resume	Not Entered	
Update: Certification	Not Entered	
Update: Transcripts	Not Entered	
Update: Reference Letter 1	Not Entered	
Update: Reference Letter 2	Not Entered	
Update: Reference Letter 3	Not Entered	
Update: Video *	Not Entered	

The attachment window will open. This window will allow you to **click the Browse button to find a file on your computer to upload**. The file types allowed are : Word or text documents, PDF files, and Excel spreadsheets. After you have selected the file, you can click the **Save button**.

Resume Attachment

Save

Back

Uploading a new Resume attachment will apply that file to all open applications that use the same Resume attachment type. Any existing Resume files will be overwritten if you upload a new file.

Current File: None

Attachment: 10MB maximum.

[Browse...](#)

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You will be returned to the Attachments window, where you can repeat the steps to upload a cover letter, or just click Back if you are done updating this section.

Applying for a Position: Attaching a Video

If you are applying for a teacher position you are **required** to upload a video (1 minute maximum) of yourself in the attachment section of this application. Your video is based on a set of questions that can be found under the “General Questions” section of the application. Acceptable video formats include AVI, MOV, MPR, and WMV.

Attachments

Close

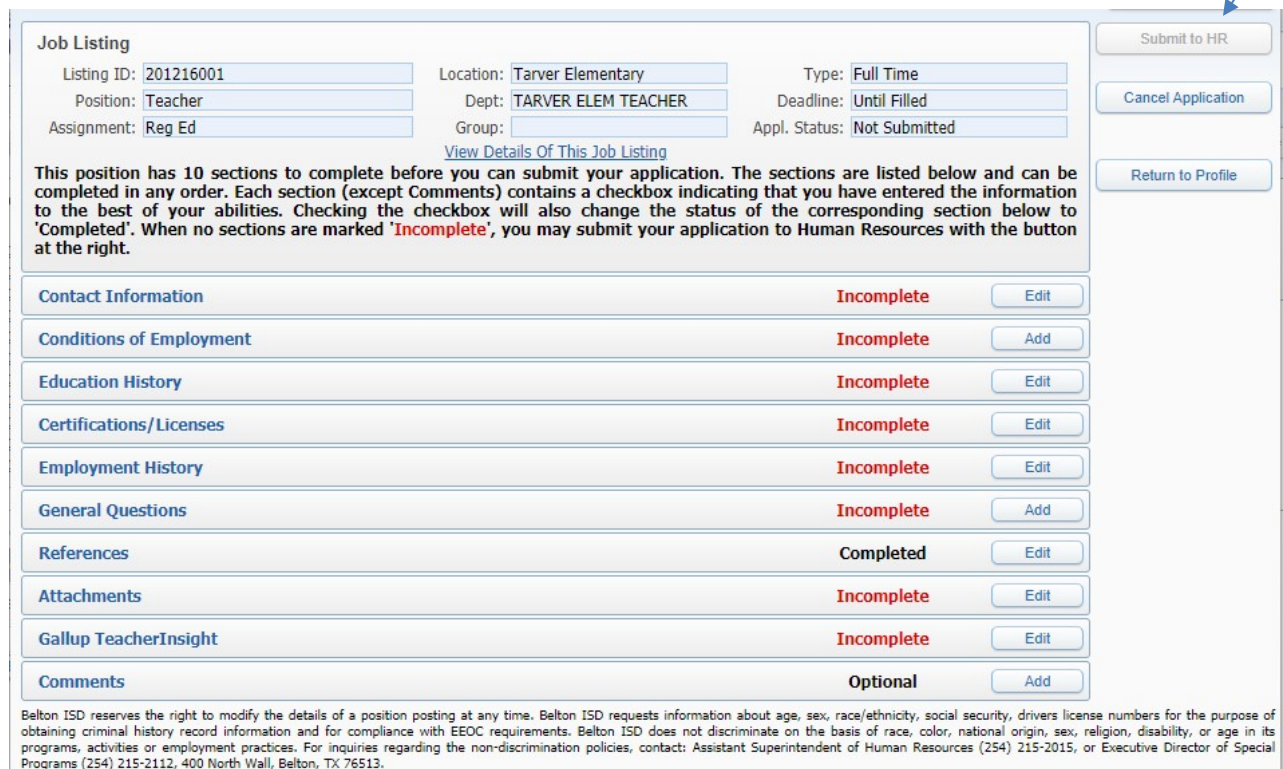
Below are the shared Attachments for your open applications. Changes will apply to all open applications that use the same attachment type and do not have a unique attachment assigned.

All required attachments have been uploaded: ☐

Attachment Type	File	Last Updated
Update: Cover Letter	Not Entered	
Update: Resume	Not Entered	
Update: Certification	Not Entered	
Update: Transcripts	Not Entered	
Update: Reference Letter 1	Not Entered	
Update: Reference Letter 2	Not Entered	
Update: Reference Letter 3	Not Entered	
Update: Video *	Not Entered	

Applying for a Position: Submitting Your Application to HR

You can only submit your application to HR once you have completed all required sections of the application. The “Submit to HR” button will appear grayed out and cannot be used until the application is completed as required. **Once all required sections have been updated from Incomplete to Completed, the Submit to HR button can be used.** Click this button to submit your application to HR.



The screenshot shows a web application interface for submitting an application. At the top right, a blue arrow points to a grayed-out 'Submit to HR' button. Below it are 'Cancel Application' and 'Return to Profile' buttons. The main section is titled 'Job Listing' and contains a form with the following fields:

Listing ID:	201216001	Location:	Tarver Elementary	Type:	Full Time
Position:	Teacher	Dept:	TARVER ELEM TEACHER	Deadline:	Until Filled
Assignment:	Reg Ed	Group:		Appl. Status:	Not Submitted

Below the form is a link: [View Details Of This Job Listing](#)

This position has 10 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.

Section	Status	Action
Contact Information	Incomplete	Edit
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Edit
Certifications/Licenses	Incomplete	Edit
Employment History	Incomplete	Edit
General Questions	Incomplete	Add
References	Completed	Edit
Attachments	Incomplete	Edit
Gallup TeacherInsight	Incomplete	Edit
Comments	Optional	Add

At the bottom, there is a disclaimer: Belton ISD reserves the right to modify the details of a position posting at any time. Belton ISD requests information about age, sex, race/ethnicity, social security, drivers license numbers for the purpose of obtaining criminal history record information and for compliance with EEOC requirements. Belton ISD does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs, activities or employment practices. For inquiries regarding the non-discrimination policies, contact: Assistant Superintendent of Human Resources (254) 215-2015, or Executive Director of Special Programs (254) 215-2112, 400 North Wall, Belton, TX 76513.

Once you click the Submit to HR button, you will be sent to the **Applicant Profile page**. You will see the application listed here and can click the **Edit button** if you need to return to it to update any section. You can also update a section individually by clicking on the Update links on this page. **Please note that once your application moves to the processing stage, it can no longer be edited.**

The screenshot displays the Applicant Profile page. At the top, there is a table with three columns: Profile Section, Status, and Last Updated. Below this table are buttons for View Messages, Log Out, and View Posted Positions. A blue arrow points to the 'Update' link for the 'Email Address and Username/Password' section. Another blue arrow points to the 'View Posted Positions' button. Below the profile section, there is a section titled 'Your Applications' with tabs for Open (1), Processing (0), and Closed (11). Under the 'Open Applications' tab, there is a table with columns: Edit, Position, Assignment, Location, New Msg, Status, and De. A blue arrow points to the 'Edit' button for the first application.

Profile Section	Status	Last Updated
Update Email Address and Username/Password	Completed	02/06/2021
Update Name and Contact Information	Completed	02/08/2021
Update Conditions of Employment	Completed	02/06/2021
Update Education History	Completed	02/06/2021
Update Certifications/Licenses	Completed	02/06/2021
Update Employment History	Completed	02/06/2021
Update General Questions	Completed	02/07/2021
Update References	Completed	02/09/2021
Update Attachments	Completed	02/07/2021
Update Gallup TeacherInsight	Completed	02/08/2021
Update Comments	Optional	

View Messages
Log Out
View Posted Positions

Your Applications
Open (1) Processing (0) Closed (11)

Open Applications:

	Position	Assignment	Location	New Msg	Status	De
Edit	Teacher	Pre-K	Belton Early Childhood Schor	0	Submitted	Ur

If you wish to apply for additional jobs, click on the **View Posted Positions** button here and you can apply for an additional posted position. Note that application sections that are the same for other positions do not have to be completed again.

Applying for a Position: Email Notifications

If you included an email address in your account profile, you may receive the following email notifications:

- Applied for Job Posting (subject line: "Thank you for applying")
- Interview Requested (subject line: "Interview requested")
- Position Filled (subject line: "Position filled")
- Position Requirements changed (subject line: "Position Requirements changed")

You will be contacted personally by the hiring manager if you are selected for an interview, and also by the Human Resources if you are being considered for hire.