



Welcome to Pinellas County Schools

Join our Team!

First step: Complete the online application

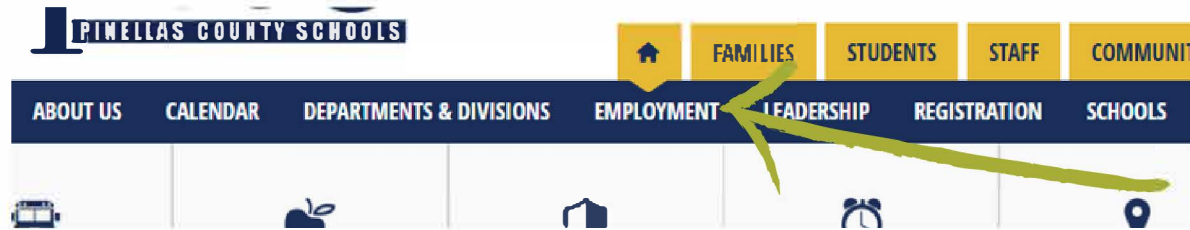
Second step: Apply for the position/s that you are interested in.

www.pcsb.org/jobs





There are two other ways to access your application and/or jobs. Type on your browser **["PCSB.ORG/JOBS"](https://www.pcsb.org/jobs)** or under the employment tab on the main PCS webpage.



Create an account with a username and password when you first begin (write them down and keep them safe). The following are required to create an account (indicated by a red star/asterisk: *First Name, *Last Name, *Social Security Number, *Email Address, *Applicant Type, *Username, *Password, and *Confirm Password. Once your account has been created, you may return to update your application, add attachments, view your application, apply etc.

Your applicant type: **Noninstructional/Support**



You must click the "Save and Next" button in order for your changes to be saved.





In your internet browser's address bar, enter the following:
PCSB.ORG/JOBS



Sign Up
If you are a current employee please use an [internal application](#).

Step 1
Create an Account
You will need to create an account with a unique username and password when you first begin. Once your account has been created, you may return to update your application, add attachments, or view your application.

Step 2
Complete your Application
You may exit the program at any time and return to complete it at your convenience.

Step 3
Apply for Open Positions
Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and select the jobs for which you would like to apply.

The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.

Pinellas County Schools is an Equal Opportunity Employer.

OEO/ Veterans Preference

Standard Application

Applicant User Name

Password

[Login](#)

- or -

[Create Account](#)

[Having trouble logging in?](#)

Available Jobs

Click to view open positions in the following job categories

- [Administrative](#)
- [Athletic Coaching](#)
- [Instructional Substitute](#)
- [Instructional/Certified](#)
- [Noninstructional/Support](#)

If you already have a user name and password, sign in.

If you don't have a user name and password, create account.



If you are coming back and signing in, this page will always open. Click Accept

Disclaimer

By submitting this form, I certify that the information given in this application is true, accurate, and complete to the best of my knowledge.

I authorize Pinellas County Schools to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release any and all employers, schools, or persons from all liability in responding to inquiries in connection with my application.

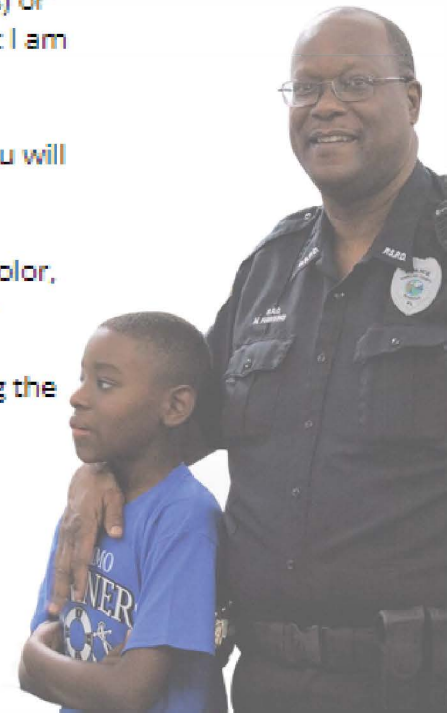
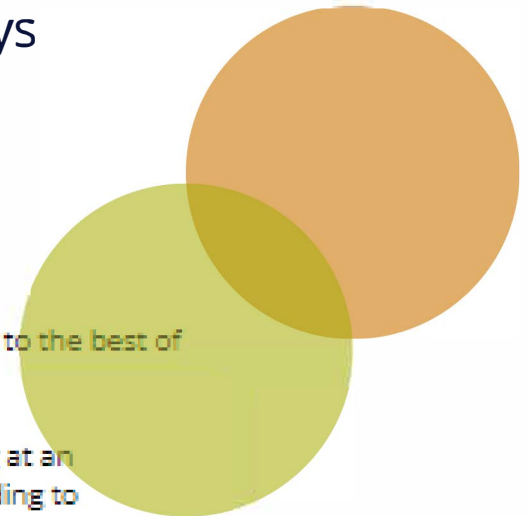
In the event of employment, I understand that false or misleading information given in my application or interview(s) or any omission of information may result in disciplinary action up to, and including, discharge. I understand, also, that I am required to abide by all rules and regulations of Pinellas County Schools.

You must accept the honesty disclaimer to be considered for employment. If you decline this honesty disclaimer, you will be immediately logged out of the system and returned to the login screen.

Pinellas County Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, marital status, age, sexual orientation, national origin or disability. Employment of personnel in Pinellas County Schools is in compliance with Federal and State Laws regarding nondiscrimination and preference. Individuals with disabilities are encouraged to apply. Any person who believes he/she may need reasonable accommodations during the application, testing, or interview process should notify the Human Resources Office at 727-588-6285.

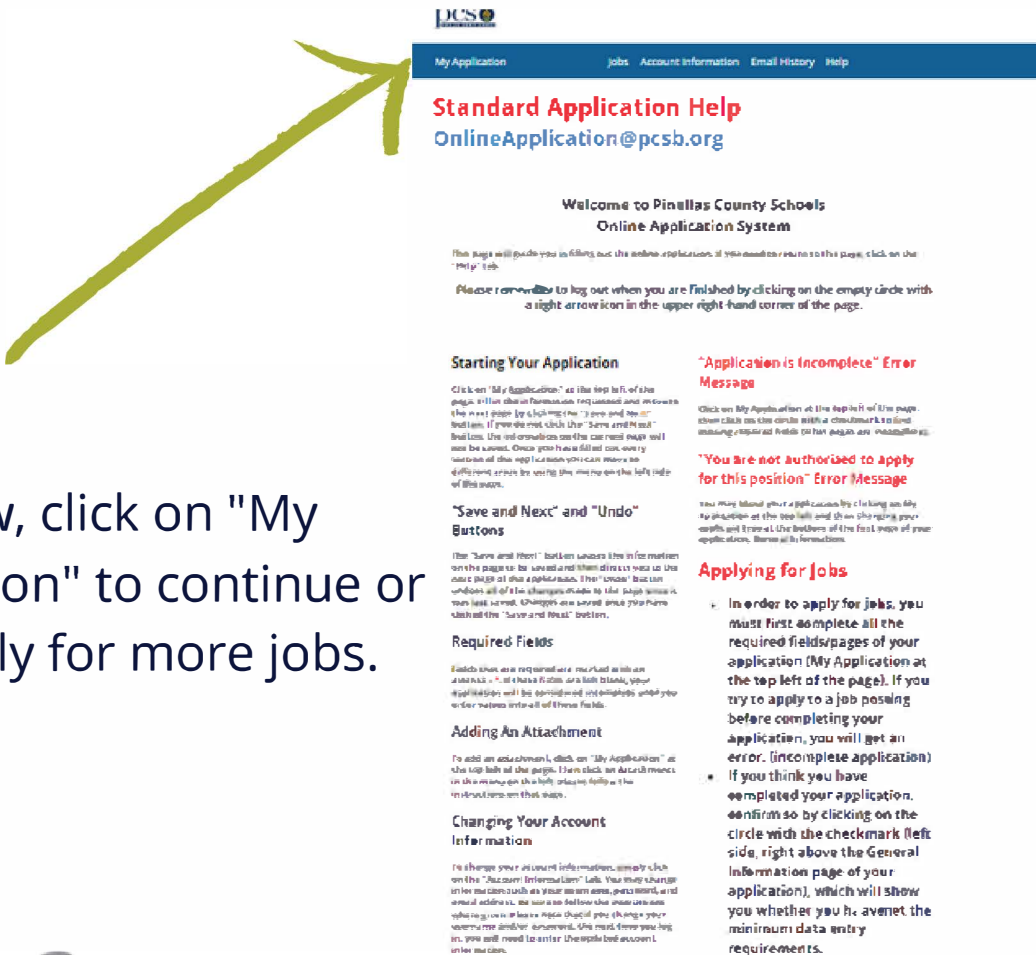
Accept

Decline





Once you have clicked Accept, the next page will open:



Now, click on "My Application" to continue or to apply for more jobs.

TIP #1

Make sure your e-mail address and phone number are updated and correct.

TIP #2

Your applicant type will determine the jobs you can see and apply for.

Available Jobs

Click to view open positions in the following job categories

- Administrative
- Athletic Coaching
- Instructional Substitute
- Instructional/Certified
- Noninstructional/Support



- In order to apply for jobs, you must first complete all the required fields/pages of your application (My Application at the top left of the page). If you try to apply to a job posting before completing your application, you will get an error. (incomplete application)
- If you think you have completed your application, confirm so by clicking on the circle with the checkmark (left side, right above the General Information page of your application), which will show you whether you have met the minimum data entry requirements.
- If you completed everything on your application, at the top of the page, under the JOBS tab, click on ALL JOBS.
- Click on VIEW/APPLY next to job of interest to view job posting's details/information.
- Click the APPLY FOR THIS JOB button to apply for the job.

Tabs on the left to be completed.

My Application Jobs Account Information Email History Help

General Information - SAMPLE APPLICATION

This page is for providing basic information about yourself. Start by filling out each of the boxes. When you have finished filling out the page, click on the "Save and Next" button to save your information and move on to the next page in the application.

At least one attachment exists
View attachment(s)

Courtesy Title (optional)
Select one

*First Name
SAMPLE

If yes, please indicate which:
Select one

Other Name(s)
(e.g. maiden, former, AKA)

*Permanent Email Address (Help)
onlineapplication@pcsb.org onlineapplication@pcsb.org

*When are you able to start work?

Undo Save and Next

TIP #3

You must complete anything that has a red asterisk (*). If you want to do more, you can but it is up to you.

TIP #4

Make sure you click save and next when you are done or when you want to take a break. You can always return to complete the rest.

You must click the "Save and Next" button in order for your changes to be saved.

Left column and tabs



| |
|---|
| General Information |
| Employment Preferences |
| SKIP Paraprofessional Highly Qualified |
| High School |
| Optional Record of Educational And ... |
| Work/Life Experience |
| Military Experience |
| Veterans' Preference |
| Additional Information |
| Multilingual Abilities |
| References/Employment Verifications |
| Driving Information |
| Optional Attachments |
| Background Information |
| Voluntary |
| Verification and Authorizations |
| Please Read Carefully! |
| Printable Application |
| Email History |

Tip #5

- To check if you have completed all minimum requirements, click the circle with the check mark. It will display a message either completed or with what you need to complete. You can go directly to what is missing.

TIP #6

- Work/life Experience: last 10 years without any gaps of more than 6 months. If more than six months add the gap, for example, if you stay home, add "stay home from - to or student from - to. The section has to reflect the last 10 years.

TIP #7

- Multilingual abilities: Even if you don't have any other language to add, make sure you add "English."

TIP #8

- Reference/Employment verification: At least two (2) from your last supervisors/work related and character reference. You can always add more.

TIP #9

- Driving information: If you are applying for a position requiring driving, you must enter your driver's license information on this page.

TIP #10

- Attachments: You can upload your resume. This step is **optional**.



- Now that your application is completed, you can apply for any jobs you might be interested in.

You can access the vacancies here and apply

Standard Application

Applicant User Name

Password

Login

- or -

Create Account

[Having trouble logging in?](#)

Available Jobs

Click to view open positions in the following job categories

- Administrative
- Athletic Coaching
- Instructional Substitute
- Instructional/Certified
- Noninstructional/Support

or

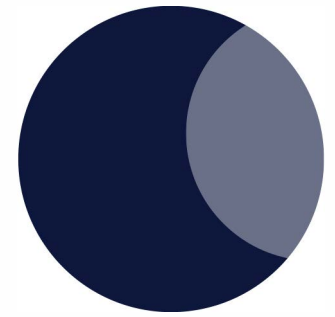
- You may apply for any open position; while logged in. Click on the Jobs tab, All Jobs, then View/Apply. While viewing the job, the page will have the hours, salary, and job description.

My Application **Jobs** Account Information Email History Help

General Information - SA

This page is for providing basic information about the boxes. When you have finished filling out





Note: If you've created an account and are having trouble logging in, click on "*having trouble logging in*" and then enter your email address that you used, in order to be sent a recovery email.

CREATE ACCOUNT

 [having trouble logging in?](#)



Help: E-mail OnlineApplication@PCSB.ORG for any technical-related issues or questions.

**Thank you for your professional interest.
We look forward to meeting you soon!**

