



APPLYING FOR EMPLOYMENT WITH MOUNT VERNON SCHOOLS

USING THE ONLINE APPLICATION SYSTEM



Mount Vernon Schools launched a ***NEW*** online application system for both Certificated **AND** Classified positions.

Applicants are encouraged to complete a profile **NOW** to have their application materials ready to apply for specific positions or to be a substitute in our district.

Follow the links on our website to:

<https://mountvernonjobs.myschooldata.net/>



New Applicants/Substitutes:
Start by selecting "Register".

Current MVSD employees,
select "Update Application":
use your HRMplus Prof Dev
login and password. If you
haven't used HRMplus Prof
Dev, **enter your district email
address; the Password is
MVSD2016.** You will then be
prompted to create a new
password (8 characters).

A screenshot of the Mount Vernon Schools job application website. The page features the school's logo, a navigation menu with "Home", "Job Openings", "FAQ", and "Contact Us", and a date "Wednesday, February 14, 2018". There are "Register" and "Login" buttons. A "Quick Links" section contains "Submit Reference for Applicant" and "Wash State Certification". The main content area has a "Register" button and an "Update Application" button. Below these are instructions for translators and a "NEED HELP?" section with contact information. A "VERIFIED & SECURED" badge is visible at the bottom left of the page.

Mount Vernon Schools

Home Job Openings FAQ Contact Us

Wednesday, February 14, 2018 Register Login

Quick Links

- [Submit Reference for Applicant](#)
- [Wash State Certification](#)

We are pleased you are interested in employment with our district. You are required to have an email address to utilize this system. If you do not currently have an email address you may obtain one by searching the internet for a free email address.

GET STARTED. If you have not used the system before, click the register button below.

Register

UPDATE APPLICATION. If you have previously completed the registration process and want to update your application and/or apply for a jobs, click on the Update Application button below.

Update Application

Translator: If you need to view this system in a different language and are using Google Chrome, you may right click and use the Translate to English option. Then click OPTIONS and select the language you wish to use.

NEED HELP?
Contact us! Email: jobs@mvsd320.org or Call: 360-428-6110

The Mount Vernon School District does not discriminate in employment, programs, or activities on the basis of age, race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. We will take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities, including those specific to career and technical education programming. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Civil Rights Compliance Coordinator, Assistant Superintendent William Nutting, bnutting@mvsd320.org or the Section 504/Americans with Disabilities Act Coordinator, Clint Carlton, Director of Special and Support Services, ccarlton@mvsd320.org, 124 E. Lawrence St., Mount Vernon, WA, (360) 428-6110.

VERIFIED & SECURED
VERIFY SECURITY
icam

REGISTERING



Complete this screen with:

1. Your email address
2. Your First Name (Legal)
3. Your Last Name (Legal)
4. Password. (Must be at least 8 characters long. Can use numbers and symbols.)
5. Confirm Password
6. Click "REGISTER"

Email Address: ⓘ

First Name: ⓘ

Last Name: ⓘ

Password: ⓘ

Confirm Password: ⓘ



COMPLETING MY PROFILE




Complete each page per the instructions on the page. Click the green arrow at the bottom to continue to the next page. You will complete:










- * Personal Information
- * Contact Information
- * Disclosure
- * Interests
- * Preferences
- * Confidential Info


My Profile Information.

You are now in MY PROFILE. Complete each page as instructed. Then click the  at the bottom to go to the next page until you finish. You may click the  on the right for further help.

If your information is correct click  at the bottom to proceed. Optionally, you may enter a Prefix, Suffix, aka names or an alternate email address.

Your application has been archived due to inactivity! You may not apply for jobs or update your information until you complete My Profile again. Begin by reviewing the information on this page and then click the green arrow at the bottom of the page to proceed and complete the remaining My Profile pages.

Application Status	New Applicant	User ID is	2275
Prefix 	None <input type="text"/>	aka First Name 	<input type="text"/>
First Name 	Pat <input type="text"/>	aka Last Name 	<input type="text"/>
Middle Name 	<input type="text"/>		
Last Name 	Smith <input type="text"/>		
Suffix 	None <input type="text"/>		
Email Primary 	PatSmith@hrmplus.net <input type="text"/>		
Email Secondary 	<input type="text"/>	Change Password	

NEXT 

When finished with "Confidential Info", click the green arrow to move forward. You will have finished "My Profile" and will now be in "My Checklist".

NEED HELP?



You can use the “Contact Us” or “FAQ” menus in the system or contact us directly at:

jobs@mvsd320.org

360-428-6110

Thank you for your interest in employment with Mount Vernon School District.