

Recruit and Hire External Applicant Information


Welcome to Recruit and Hire – the district’s online application system. We thank you for your interest in Papillion La Vista Community Schools! Below you will find a link to the Recruit and Hire system as well as step by step instructions demonstrating how to fill out a complete application.

Start by navigating to <http://www.plcschools.org> and hover over **Job Opportunities**. A drop down menu will open. Please select **Job Openings**.



This will take you to the Recruit and Hire applicant home page. Please read the **Welcome** message for detailed instructions on navigating through the system.

Username Password English ▾ | [Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)



PAPILLION LA VISTA COMMUNITY SCHOOLS

Job Listings Help

Welcome

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Please be sure and remember your username and password for use on future applications. Application Procedure: If you are currently employed as a certificated teacher (substitute teachers excluded – see below) with Papillion La Vista Community Schools, you are asked to submit an online Internal Application and complete an online Transfer Form to indicate your interest in this specific position.

If you are currently employed by Papillion La Vista Community Schools as a classified employee or a substitute teacher, you are asked to submit an External Application for this vacancy with the district so that we will have the additional information needed to accurately evaluate your qualifications for this position.

Papillion La Vista Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

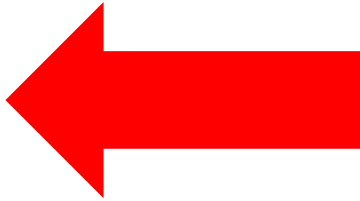
Students: Paul Bohn, Director of Student Services, 420 South Washington Street, Papillion, NE 68046 (402) 537-6214 (pbohn@paplv.org).

Employees and Others: Dr. Renee Hyde, Assistant Superintendent Human Resources, 420 South Washington Street, Papillion, NE 68046 (402) 537-6204 (rhyde@paplv.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, #320, Kansas City, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or

Menu

- [Sign Up for Job Alerts](#)
- [View Job Listings](#)
- [I forgot my Username or Password](#)



Below this screen will be a listing of current openings in Papillion La Vista Community Schools. Scroll through to take a look at those that interest you.

When you have decided which opening you'd like to be considered for, click the gray **Apply** button to the far right of the posting.

Student Teacher Candidate	01/10/2014	Student Teachers	Papillion La Vista Community Schools Central Office	Apply
Classified - Custodian	01/09/2014	Classified-Buildings & Grounds	Buildings and Grounds	Apply
Certified - Special Education Teacher	01/02/2014	Certified Special Education	Papillion La Vista Community Schools Central Office	Apply
Certified - Secondary Teacher	01/02/2014	Certified Secondary General	Papillion La Vista Community Schools Central Office	Apply
Classified - Instructional Paraprofessional	01/02/2014	Paraprofessional - Classified	Papillion La Vista Community Schools Central Office	Apply
Classified - Special Education Paraprofessional	01/02/2014	Paraprofessional - Classified	Papillion La Vista Community Schools Central Office	Apply
Certified - Elementary Teacher	01/02/2014	Certified Elementary General	Papillion La Vista Community Schools Central Office	Apply

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You will be taken to a screen with further information about the posting. Click the **Apply for this Position** button to submit an application.

[Job Listings](#) [Help](#)

Certified - Secondary Teacher

Job Description

Secondary Teacher - General Application

Description: Responsibilities include helping students develop abilities to solve and analyze problems from the simple to the complex.

Qualifications: Nebraska Department of Education Teacher Certification

Application Procedure: If you are currently employed as a certificated teacher with the Papillion La Vista Community Schools, you are asked to submit an online internal application and complete an online transfer form to indicate your interest in this specific position.

If you are currently employed by Papillion La Vista Community Schools as a classified employee or a substitute teacher, you are asked to submit an external application for this vacancy with the district so that we will have the additional information needed to accurately evaluate your qualifications for this position.

Contact the Human Resources Department at 402-537-6213 or email at plvAskHR@paplv.org if you have any questions.

Primary Location **Papillion La Vista Community Schools Central Office**
Salary Range **Per Year**
Shift Type **Full-Time**

Apply Now

[Apply for this Position](#)

Applications will be accepted beginning **Thursday, January 02, 2014 12:00 AM** (Central Standard Time)

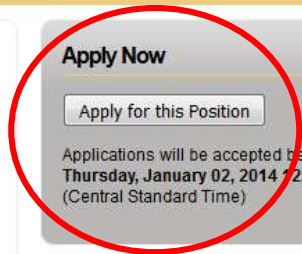
[Print Job Posting](#)
 [Download Job Posting](#)

Like 0 Tweet 0 Pin it

Tell a Friend


Do you know someone who should apply for this job? Send this job posting to him or her! We'll send an email and include the job details and a link to this posting.

Recipient's Name



You will arrive at the screen pictured below where you will create a profile and begin to apply. **It is very important that you save your login information.** Once your profile is created, you will use that same login information to update your application or add positions to your profile that you are interested in applying for.

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PAPILLION LA VISTA COMMUNITY SCHOOLS

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I am a new applicant.

Apply now using our online job application system.

Once you've created an account and submitted an application, you will be able to return to your account at any time to check your application status, interview schedules, locations and more.

When you have completed your application, you will be given a confirmation number. Please keep this in a safe place for future reference if you have questions about your application.

I already have a Recruit & Hire account with Papillion La Vista Community Schools.

Enter your username and password and the system will retrieve your previously submitted applications and data.

Username

Password

[I forgot my Username or Password](#)

I want to transfer my account.

You may have an application on file with another TalentEd Recruit & Hire District.

Enter your email address and password for another district below, then select the state for the previous district. We will then attempt to match your account and import that information to Papillion La Vista Community Schools.

Email

Password

State

Please complete the information requested on the following screens. This information will be saved to your profile. In the future, if you wish to be considered for additional openings, you will use the information already entered into your profile to complete the application. This saves you a significant amount of time as you apply for multiple positions.

The second to last page of your profile allows you to upload additional documents such as a resume, cover letter, transcripts, certifications, etc. Fields marked with a red asterisk are required.

Job Listings **Profile** Application Status Interviews References Documents Help [Sign Out](#)

Previous Cancel Save and Continue

Attachments

Fields marked with an asterisk (*) are required.

Attachment
NOTE: Uploaded document must be in PDF, DOC, DOCX, TXT, RTF, TIF, JPG, GIF, or PNG file format. Please do not use special characters, spaces, commas or apostrophes in your file name.

Resume *	<input type="button" value="Choose file"/>	Delete
Cover Letter *	<input type="button" value="Choose file"/>	Delete
Transcript	<input type="button" value="Choose file"/>	Delete
Certificates or License	<input type="button" value="Choose file"/>	Delete
Reference Letter	<input type="button" value="Choose file"/>	Delete
Other: Additional References, Proposal, DD 214, etc	<input type="button" value="Choose file"/>	Delete

If you are having difficulty uploading attachments, [click here to try our attachments page without flash](#).

If you have uploaded reference letters, resumes, transcripts or other files, there will be a short delay while we save your files. Please do not cancel or press the back button.

Application Progress

- [Personal Information](#)
- [Education](#)
- [Employment History](#)
- [Job Skills](#)
- [Questions](#)
- [References](#)
- [Relationship](#)
- [Background Information](#)
- [Veteran or Veteran Spouse Stat](#)
- [Attachments](#)**
- [Review](#)

You can choose to upload updated resumes, cover letters, reference letters or other additional documents at a later date. You will simply need to log back into Recruit and Hire and edit your attachments under the profile tab. The documents tab may also be used to upload additional application materials.

Please review your application, initial it and hit the save and submit button.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms above *

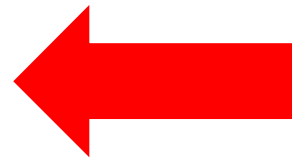
Affirm ▼

Your Initials *

ef

Today's Date *

11 / 11 / 2015 



Previous

Cancel

Save and Submit

If you are applying for a **classified position**, your application will now be complete.

Certified applicants only will see the screen below. You will be asked to click on the **Ventures Survey** link to complete the application process. This is a screening required for all certified applicants. We recommend you take this screening immediately after you have completed your application. **If you do not complete the survey, your application will not be considered.**

Your application was successfully submitted.

Screenings Required for this Position

One or more screenings are required to complete this application. Please use links below to complete the required screenings.

Screening Name	Results Received	Screening Link
Ventures - Survey		Screening Link

All screening links listed here are available in the 'Application Status' tab if you need to access them at a later time.

Please print this page for your records.

Application Confirmation # **17152**
Name **Elsa Frozen**
Username **efrozen**
Job Title **Certified - Secondary Teacher**
Job Posting ID **18**

You may check the [status of your application](#) and [interviews](#) at any time by entering your user name and password on Papillion La Vista Community Schools [careers homepage](#).

Helpful Links

[Job Listings](#)
[Application Status](#)
[Sign Out](#)

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 [Print Application](#)

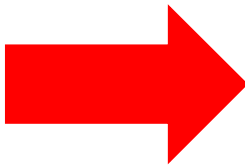
Click the link to begin the survey. Please set aside about 20 minutes to complete it.



You have been invited to build a StyleProfile to provide our organization with additional information about your professional views. To build your profile **now**, complete the form below and click the "Verify Request" button. Please ensure that you have uninterrupted time to complete this assessment.

To build your profile **later**, close this window and return via the same online application account or email link used to bring you here. You are encouraged to build your Profile within 48 hours.

Verify Request



First Name
Last Name
Birth City (not including state)
Birth Date Month Day
Last Four Digits of SSN

[Verify Request](#)

If you are not able to complete the screening immediately after submitting your application, you may log back into Recruit and Hire at another time to complete the screening. Please note that if you do choose to click the **Verify Request** button and begin the survey, you must complete it. **You will not be able to return to the survey later if you have already begun to take it.**

Congratulations! You have now successfully completed the application process. If you have any questions please contact the Human Resources Department at 402-537-6213 or plvaskhr@paplv.org.