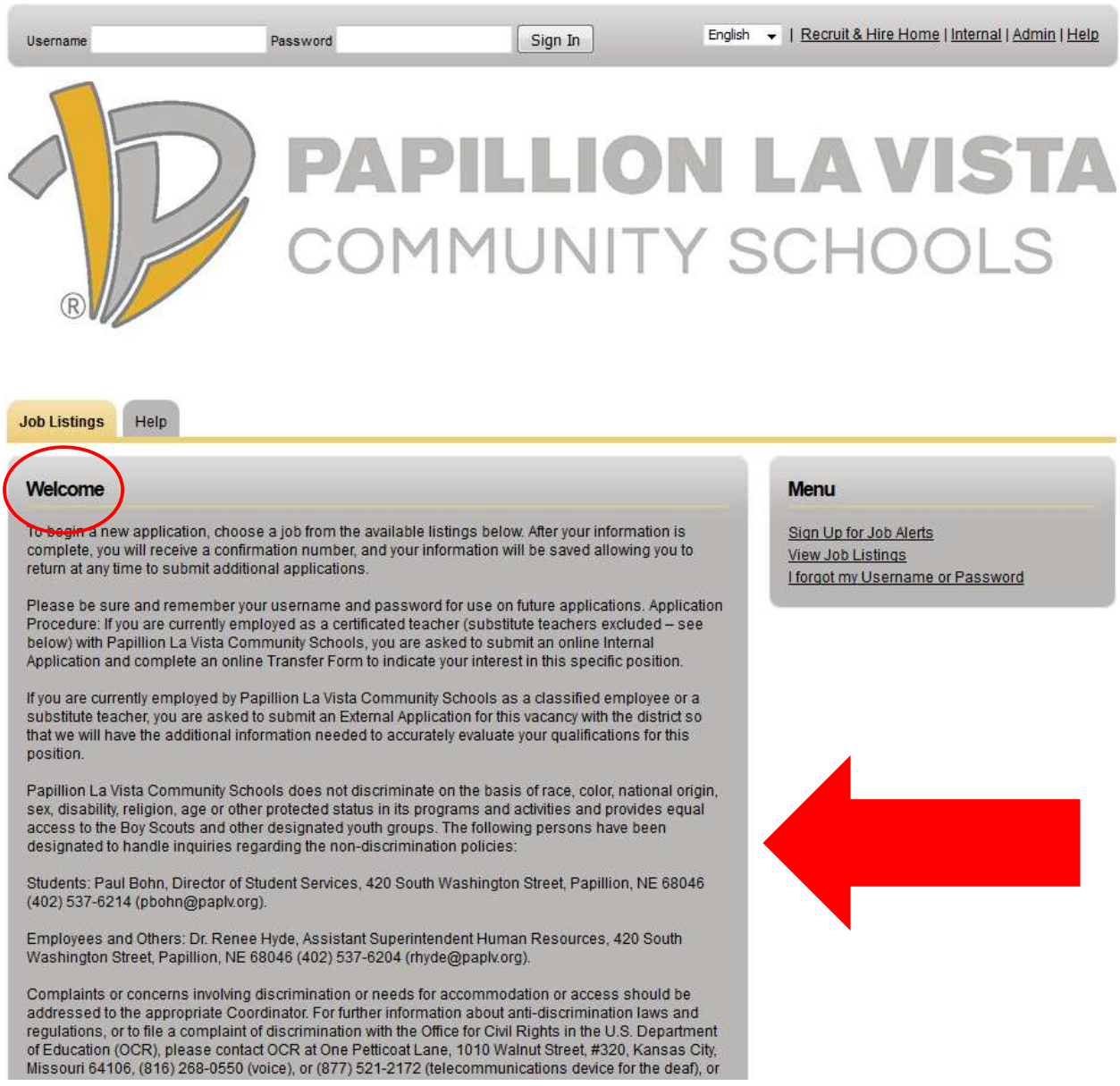
Recruit and Hire External Applicant Information

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.



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	Classifed-Buildings & Grounds	Buildings and Grounds	Apply
Certified - Special EducationTeacher	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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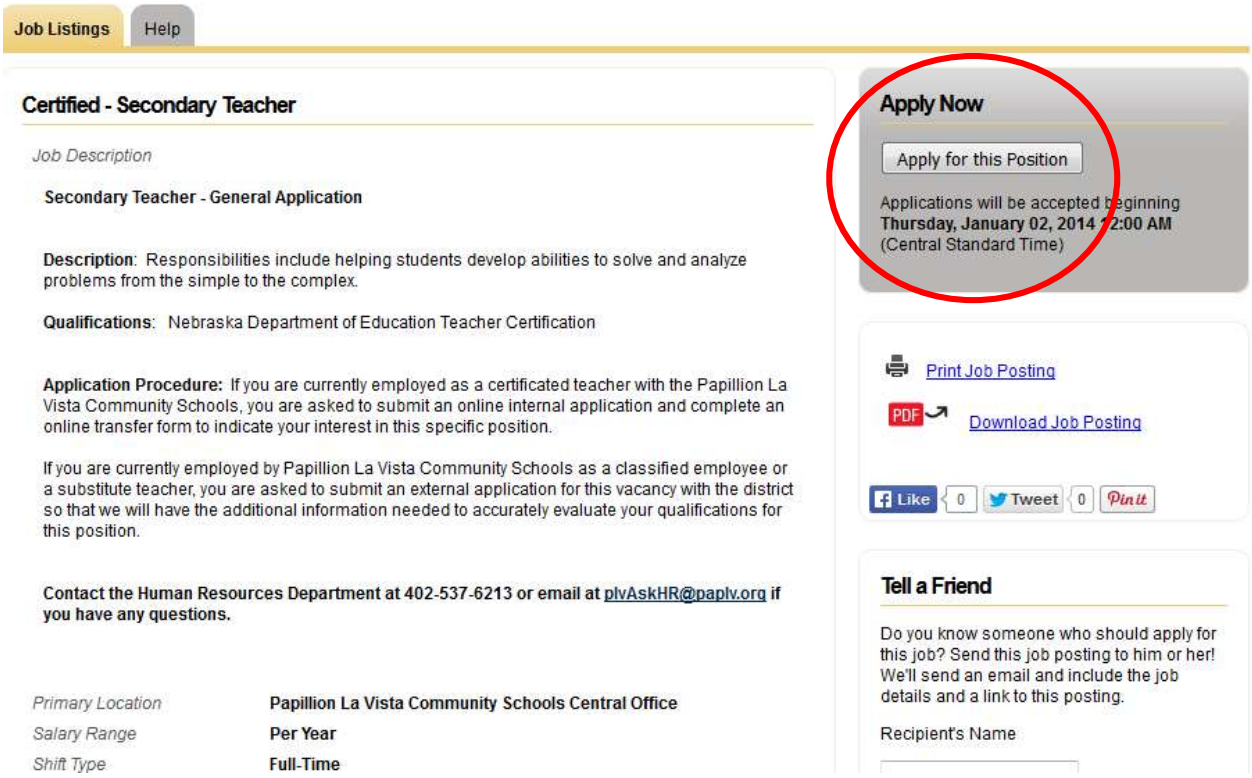
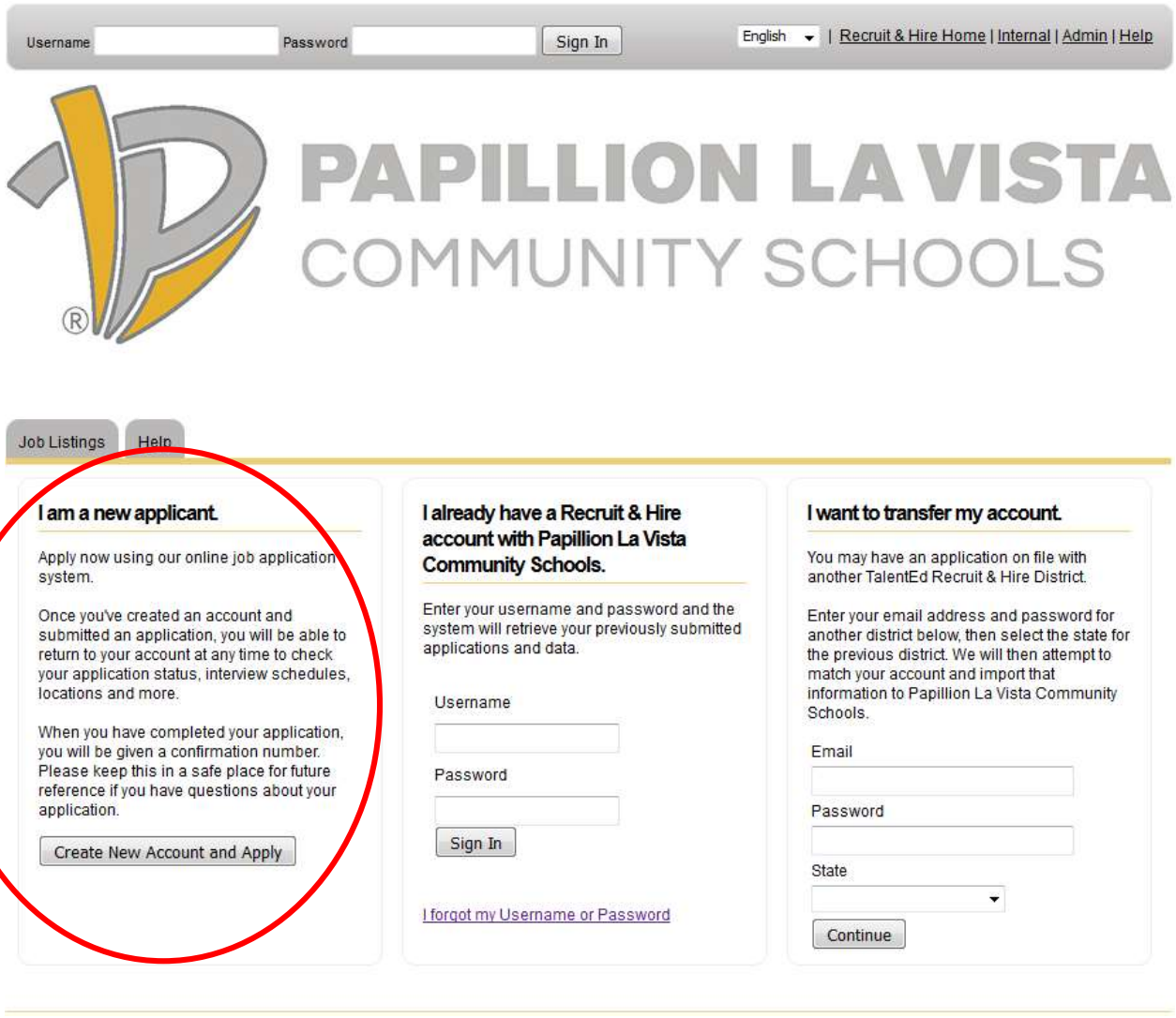
You will be taken to a screen with further information about the posting. Click the **Apply for this Position** button to submit an application.

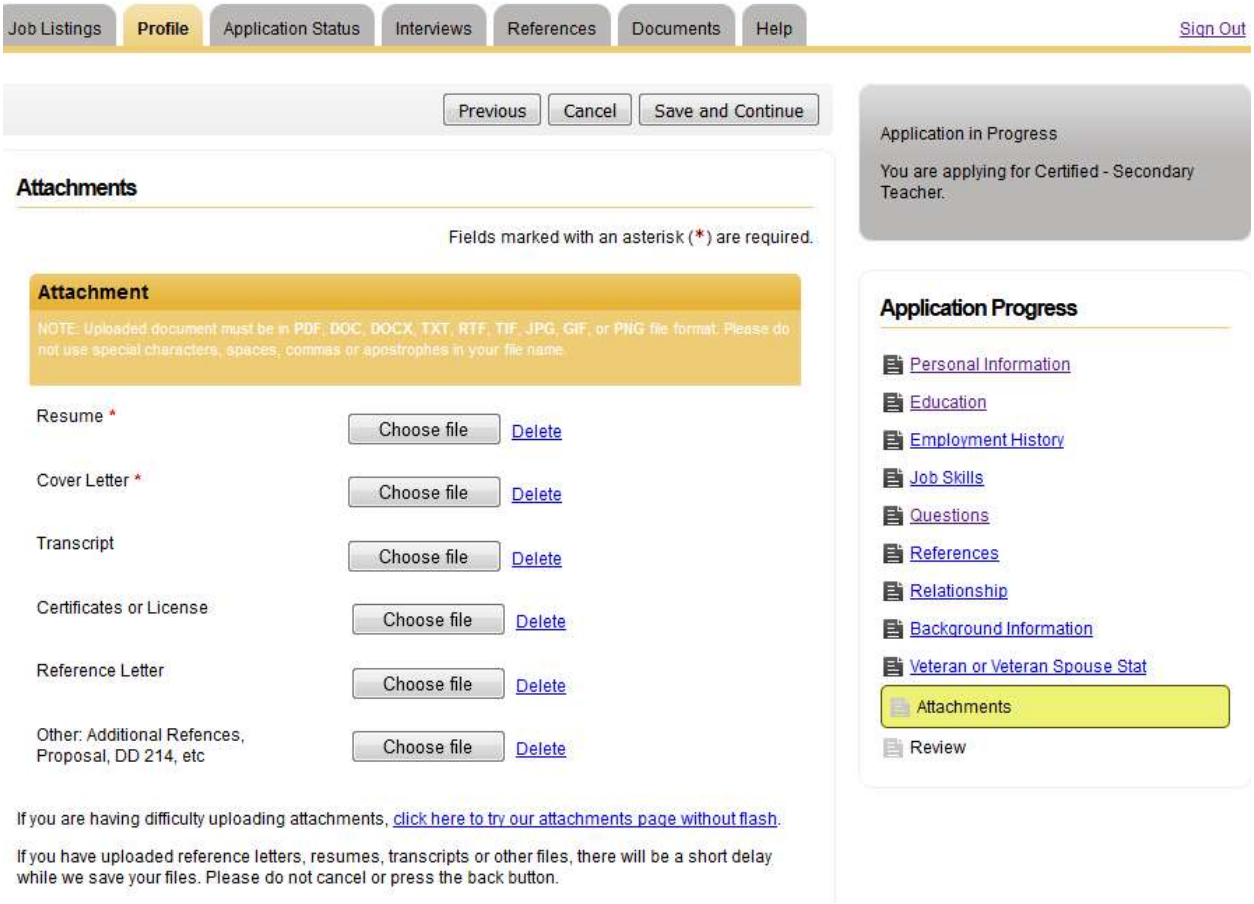


You will arrive at the screen pictured below where you will create a profile and begin to apply. **It is very important that you save your login information.** Once your profile is created, you will use that same login information to update your application or add positions to your profile that you are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



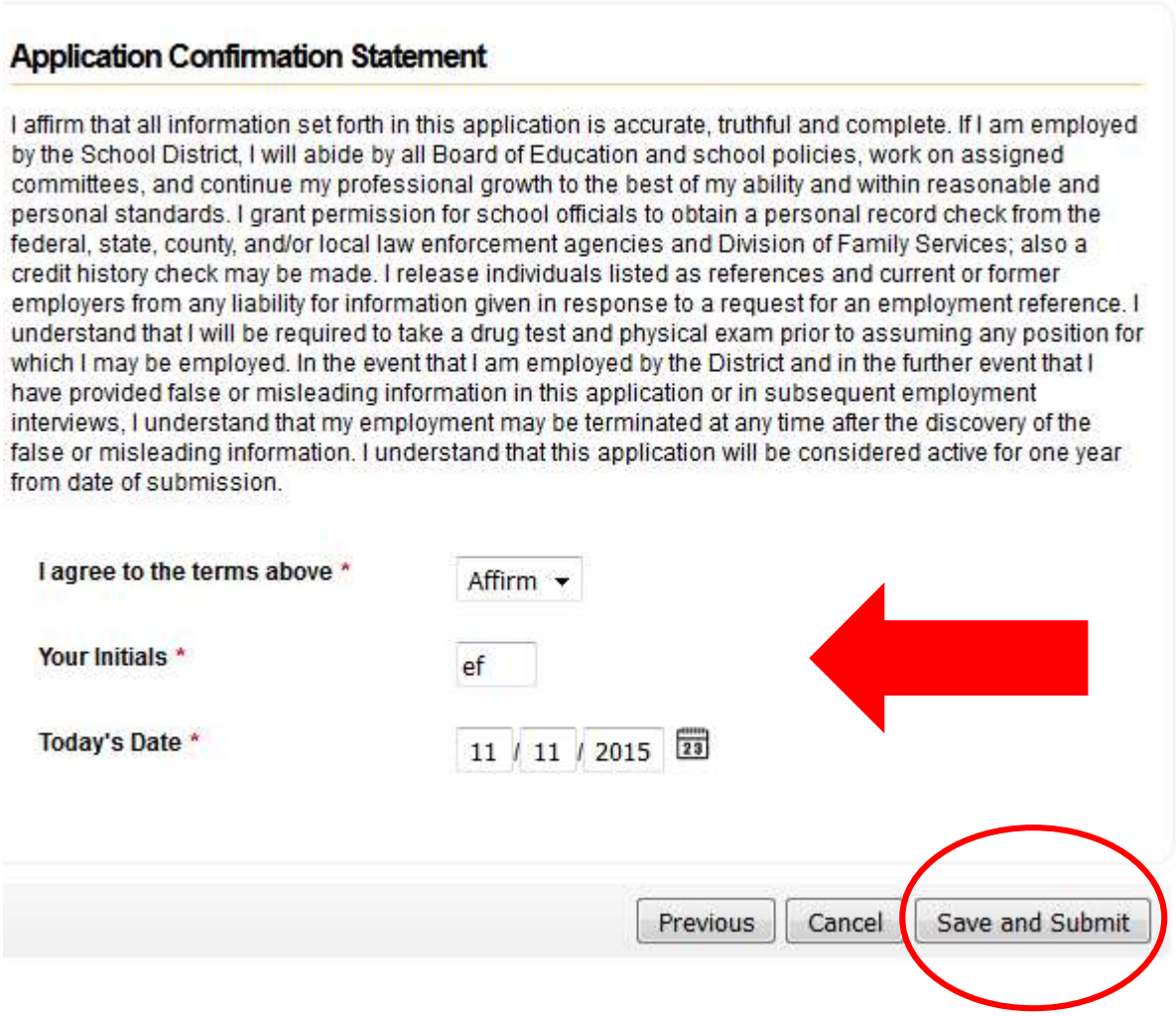
Please complete the information requested on the following screens. This information will be saved to your profile. In the future, if you wish to be considered for additional openings, you will use the information already entered into your profile to complete the application. This saves you a significant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



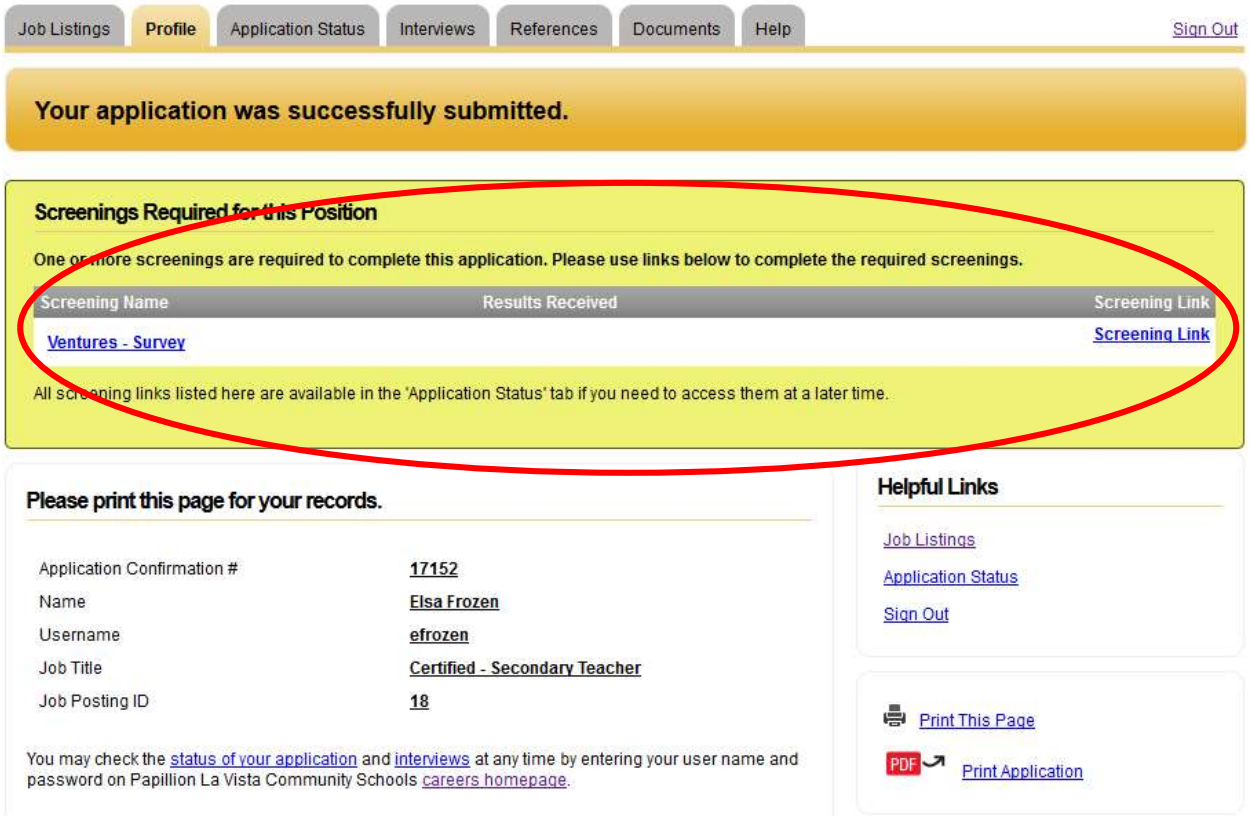
You can choose to upload updated resumes, cover letters, reference letters or other additional documents at a later date. You will simply need to log back into Recruit and Hire and edit your attachments under the profile tab. The documents tab may also be used to upload additional application materials.

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

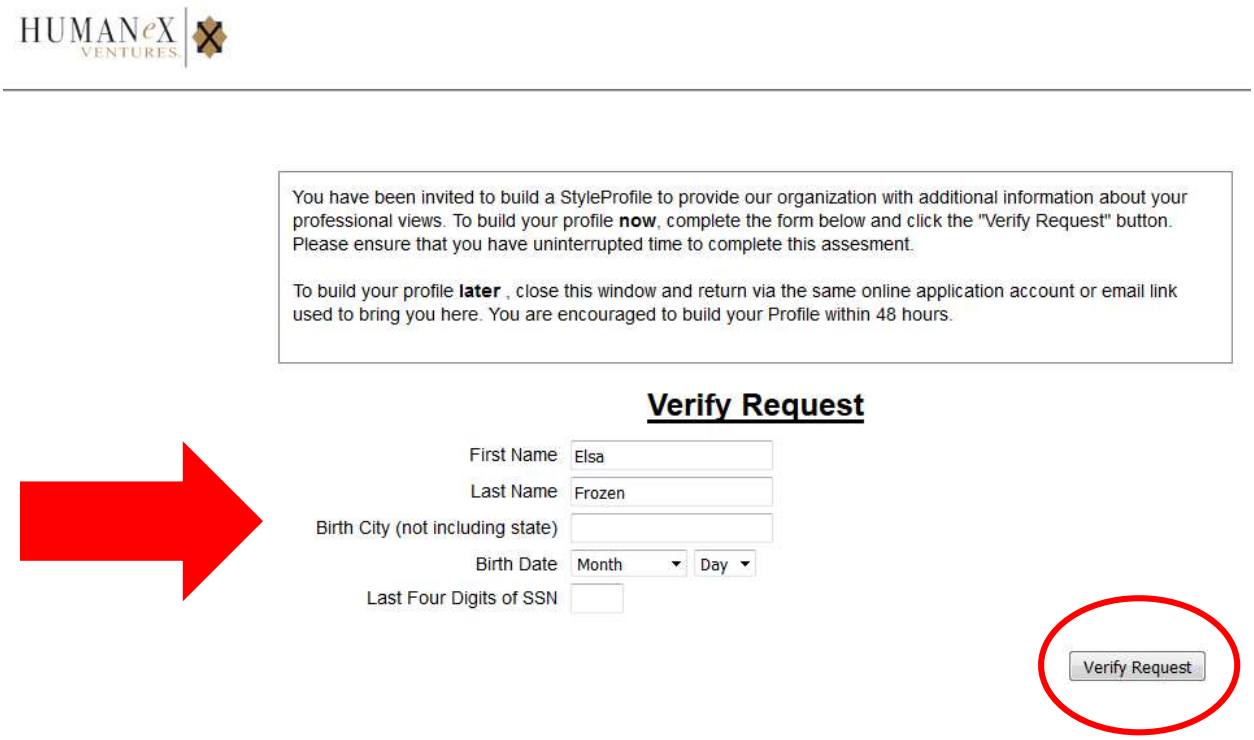


If you are applying for a classified position, your application will now be complete.

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.



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



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.