



Frequently Asked Questions (FAQ)
Denton ISD Human Resources
Application

Q. My password is not working. What do I do?

A. If your password is not working, please click the “*Forgot Password*” link. The system will email you a temporary password and instructions on how to change your password.

Q. My username is not working. What do I do?

A. After clicking “*Click Here*” on the Employment Opportunities page, the “*Welcome!*” screen will appear. Locate the “*Request Technical Help*” link at the bottom of this page. You will fill out and submit the form for assistance from AppliTrack.

Q. What is the status of my application?

A. All campus administrators have access to your online application once it has been submitted. They will contact applicants and make decisions regarding potential interviews and employment opportunities. Filling out an application does not guarantee an interview. Interviews are contingent upon vacancies and need.

Q. Can I change my email address on my application?

A. Yes. Log-in to your application with your current email address. Click the “*Employment Application*” tab at the top. On the first page of the application locate the “*Email Address*” field and enter your new email address. Click the “*Save as a Draft*” button at the bottom to update your application. From then forward, you will use your new email address to log-in.

Q. I completed and submitted my online application. How do I know that you received it?

A. Once you successfully submit your application, you will see a confirmation screen within the application. In addition, the system will email you that you have successfully submitted your application for the positions that you have applied for.

Q. I am interested in a (specific position). However, the job posting does not specify the Campus/Department for this position. How do I know which Campus/Department I am applying for?

A. Some job postings are utilized to fill the same position in multiple Campuses/Departments. If a Campus/Department is not listed, and you are contacted to schedule an interview, the Campus/Department will be provided at that time.

Q. Do I need to upload a resume?

A. Yes. All paid positions with Denton ISD, require a resume to be uploaded to your application before you can submit. If you are concerned that you may not have fully completed your application, please go to the “*Confirmation*” page of your application (the last page of your application) and the system will tell you if you are missing any required information.

Q. The Application is asking for a Certificate number for my certification. There is no certification number listed on my teaching certificate, where can I find this number?

A. The certification number is only applicable for older Texas Teaching Certificates. If your teaching certificate does not have a certification number, please disregard this field. The certification number is not a required field on the application.

Q. I have taken the Teacher Insight with another district. How do I upload it to the Denton ISD application?

A. Enter the Denton ISD code (21834392) and Gallup will provide your previous assessment.

Q. Who do I call if I have problems with the Teacher Insight Assessment?

A. Please call the Gallup Client Support (help desk) at 877-425-5872 or selectionhelp@gallup.com

Q. Can I apply for more than one position?

A. Yes. You may apply for any positions that you feel qualified.

Q. I have previously submitted my application, but I would like to apply for more positions. Do I create a new account?

A. One of the perks of the AppliTrack system, is your ability to use one application to apply for any position in Denton ISD. To apply for more positions, log in to your original application, click the “*Employment Application*” tab at the top, and locate the vacancy/position pages of the application. Select any additional positions you feel qualified for and click the “*Next*” button at the bottom. Make sure you have completed any additional application pages, if any were added, and click the “*Submit Application*” button. Please note, if you do not click the “*Submit Application*” button your application will not reflect the new positions you have applied for.

Q. What is the difference between “*Vacancy Desired*” and “*Position Desired*”?

A. The “*Vacancy Desired*” page lists all current actual vacancies. The “*Position Desired*” page lists every position in Denton ISD. If the position you want to apply for is not listed on the “*Vacancy Desired*” page, you may express your interest in that position on the “*Position Desired*” page for future openings.

Q. Can I come in and fill out an application in person?

A. Denton ISD is only accepting applications electronically through AppliTrack on our website.

Certification

Q. Do I need to be certified in Texas before I can apply for a teaching position in your district?

A. In order to apply for a teaching position, you must either be certified, degreed and looking into an alternative program or certified in another state. There are fields on the application where you can show that you are currently enrolled in an alternative certification program. Information regarding *How to Become a Teacher in Texas*, can be found at the TEA (Texas Education Agency) website at http://tea.texas.gov/Texas_Educators/Certification/Certification/

Q. Does Denton ISD accept alternative certification?

A. Yes. For more information on alternative certification programs please visit, http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Becoming_a_Certified_Texas_Educator_Through_an_Alternative_Certification_Program/

Credentials

Q. Can I mail my credentials if I do not have access to a scanning machine?

A. Our goal is to maintain a paperless application process. The Human Resources Department will contact you if any additional information is required.

Q. If I am not able to upload my information into the system, may I mail copies of my resume, letters of recommendation and transcripts?

A. Unfortunately, all resumes, letters of recommendation and transcripts must be attached to your online application. Campus/Department administrators have access to your information and may download your online application along with your credentials.

Miscellaneous

Q. How do I find salary information for a job which I am applying for?

A. Salary information is listed toward the bottom of the job posting. If no salary information is included, you may reference the appropriate compensations plan on our website at www.dentonisd.org, click the “*Employment Tab*” and then click “*Compensation Plan*” located on the left side of the screen.

Q. I was offered the position by an administrator, what is the next step?

A. Once you have been officially recommended for hire, you will receive electronic confirmation via email. Human Resources will process your form and contact you with further information regarding

the hiring process. Please note, during peak hiring season, this process could take longer than expected.

Q. What is RIVS?

A. RIVS is an online digital video interview that is sometimes utilized during the application process. If you are required to complete a RIVS interview, you will be contacted via email. This step does not guarantee you a face to face interview. Interviews are contingent upon vacancies and need.

Q. Does Denton ISD host job fairs?

A. Denton ISD does not host job fairs. However, Denton ISD does attend education job fairs for teaching positions at universities.