

# *Frequently Asked Questions*

## **Where do I go to fill out an application?**

A copy of our application can be found at <https://www.applitrack.com/ralston/onlineapp/>.

## **What does the application process look like?**

Once an applicant has submitted all of the required materials, Ralston's Human Resource department will conduct a preliminary screening. If the candidate's knowledge, skills, and abilities match the needs of the district, the district office will contact the individual to schedule an interview. If the district-level interview indicates that the candidate's dispositions match those of the district, he or she may be selected to participate in a building-level interview.

## **What materials do I need to submit before my application file is complete?**

For certified candidates, a completed application file consists of:

1. A copy of the application form
2. A letter of application to the district (recommended, but not required)
3. A resume
4. Unofficial or official copies of all undergraduate and graduate transcripts
5. A copy of your Nebraska teaching certificate. If one has not been issued by the Nebraska Department of Education, you must be able to provide a copy of your certificate prior to accepting a certified position with our district
6. Three letters of recommendation written within the past two years

For classified candidates, a completed application file consists of:

1. A copy of the application form
2. A resume
3. One letter of recommendation from a previous place of employment
4. Any copies of undergraduate transcripts (paraprofessional positions only)

Candidates who have an incomplete file will not be considered for a position with the district until all of the necessary materials have been attached to the candidate's application file.

## **Will I be considered for a teaching position if my endorsement doesn't match the opening?**

In a vast majority of cases, Ralston will only hire an individual if they're fully endorsed in the corresponding endorsement area. If the number of candidates is extremely limited, the district may consider a candidate who is eligible for an alternative program permit by the Nebraska Department of Education.

## **To whom should I address my cover letter?**

Please address your cover letter to Dr. Mark Adler, Superintendent of Schools.



**Can I start the application process and finish it at a later time?**

Yes. Don't forget to save your work before exiting the AppliTrack system.

**Can I update my file once it has been submitted?**

Absolutely! Each time your file is re-submitted, the Human Resource department will examine any new materials and/or information that has been updated. If you modify your application, don't forget to click on the "submit" button so that the Human Resource office will be notified of the changes you made to your application.

**How can I improve my chances of being interviewed?**

1. Be sure to submit all of the required materials: Each year, a substantial number of our candidates are not considered for the position they've applied for simply because they've forgotten to submit all of the necessary materials. Prior to submitting your application, please make sure that you have attached all the required documents.
2. Fill out the application form completely and accurately: Each item on the application form is designed to tell us more about the individual who is applying to the Ralston Public Schools. Any information that is missing or incomplete makes it more difficult for the Human Resource department to determine whether or not a candidate will be a good match for our district. As such, the more information that is missing or incomplete increases the chances that the candidate will not be selected for an interview.
3. Submit your completed application form as soon as possible: Although a majority of our certified positions are filled in the spring, Ralston hires staff members throughout the year. Once your application form is complete, you will automatically be considered for any future positions as they become available.

**How long will my application file remain active?**

All application files that contain the required materials will remain active through September. At that time, each applicant will receive an e-mail asking whether or not they would like to remain in the district's pool of candidates. If you would like to be considered for any future openings, simply follow the instructions contained in the e-mail message.

**What if I need help uploading my documents?**

The Ralston Public Schools maintains an applicant workstation located in our district office that candidates may use between 8:00 a.m. and 4:00 p.m. Our address is: 8545 Park Drive, Ralston Nebraska 68127.

**I'm trying to upload a document to AppliTrack, but the file size is too big. What do I do?**

If you are trying to upload a document that contains multiple pages (such as a three page college transcript), submit each page as a separate attachment. Decreasing the resolution of the document scanner and/or scanning documents in black and white will also decrease the size of the file.



**Can I send paper copies that belong in my application file to the district office?**

All candidates should upload their materials to the AppliTrack website whenever possible. If a candidate does not have PDF copies of his or her documents, he or she may drop them off at the Ralston district office, if necessary.

A small number of colleges and universities still maintain paper copies of an applicant's credentials. This may prevent a candidate from being able to upload all of the necessary documents to his or her application file. In situations such as these, candidates should contact the human resource office at (402) 331-4700 or at [hr@ralstonschools.org](mailto:hr@ralstonschools.org).

**What types of documents will AppliTrack accept for attachments?**

AppliTrack works best when attachments are submitted as PDF (Adobe) files. You may also submit documents that have been created using Microsoft Word (.doc or .docx). Please note that some candidates have experienced minor formatting errors when uploading a Microsoft Word document to AppliTrack.

**If I have an advanced degree, do I still need to upload a copy of my undergraduate transcript?**

Yes. For candidates who have earned an advanced degree, both sets of transcripts are used by the Human Resource department to get a better understanding of a candidate's academic history.

**Are some letters of recommendation more valuable than others?**

Although all letters of recommendation will help the district better understand what you have to offer, the best letters of recommendation come from individuals who have had an opportunity to observe you performing tasks related to the position you're applying for. For example, candidates who are seeking a certified teaching position are encouraged to include letters of recommendation from those who can write about your teaching proficiency. Likewise, paraprofessional candidates should submit recommendations from those who have observed you working with students.

**I've been previously convicted of a felony and/or a misdemeanor. Will this automatically disqualify me for a position in your district?**

Not necessarily. The facts regarding the situation including the charge, the date of occurrence, and rehabilitation (if applicable) will also be considered. This information will only be used for job-related purposes and only to the extent permitted by law.

**I have some additional question about my application. Whom should I contact?**

If you have any questions about the application process, simply contact the Ralston Central Office at (402) 331-4700. Please do not contact our schools.

