

# **Applying for Internal Classified Positions on Applitrack**

1. Go to [www.nortonschools.org](http://www.nortonschools.org), choose Board of Education and employment
2. Click the link that says: Click here to apply on Applitrack.
3. Choose view Internal positions under internal applicants.
4. Search for the position by selecting a category.
5. Click on Apply next to the position. A new window will pop up. If it does not, check your pop up blocker on your browser.
6. If this is your first time logging into Applitrack choose START (Go to #7 if you have already have an Applitrack account):
  - a. You will be prompted to create an account. Choose Next page at the bottom right to save and advance.
  - b. Make sure that the employment status has the statement checked that you are an employee of Norton City School District. Choose next page.
  - c. Fill in your permanent address and phone number. Choose next page.
  - d. In the next two categories make sure the position you are applying for is properly checked. Choose Next page.
  - e. Answer the two legal questions, Choose Next page.
  - f. Make sure to click on submit application to finalize. Make sure you get a confirmation. You should get a confirmation email as well.
7. If you already have an account setup choose LOGIN to an existing account.
  - a. Choose EDIT your materials.
  - b. Make sure your personal Info is correct. Choose Next page at the bottom right to save and advance.
  - c. Make sure your employment status is checked that, Yes, you are an employee. Choose next page.
  - d. Check or fill in your permanent address. Choose next page.
  - e. In the next two categories make sure the position you are applying for is properly checked. Choose Next page.
  - f. Answer the two legal questions, Choose Next page.
  - g. Make sure to click on submit application to finalize. Make sure you get a confirmation. You should get an email and/or a text as well.