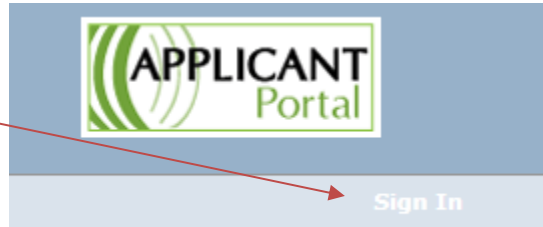


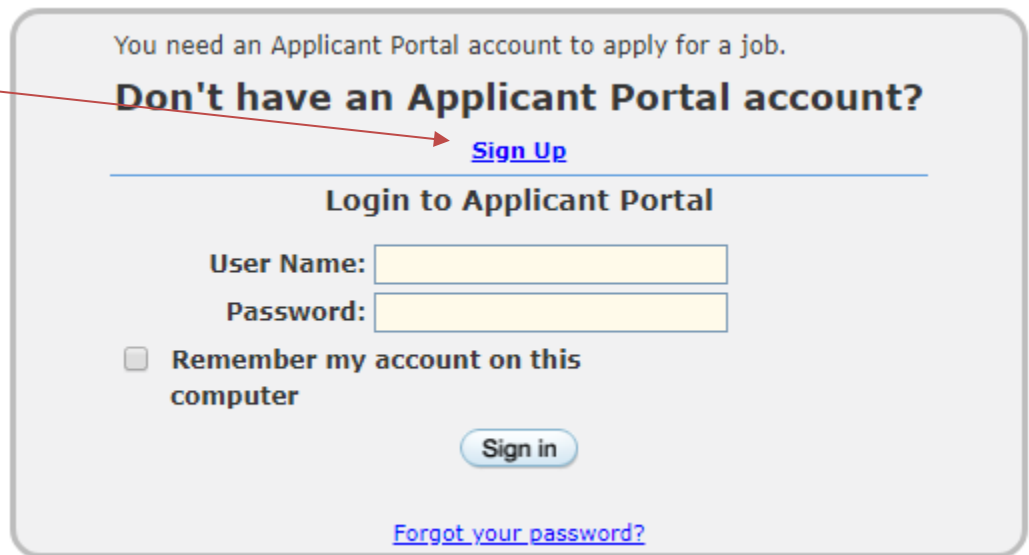
Applying for Millard School District

1. Go to www.millardk12.org. Select “Applicant Portal” from the Quick Links menu or select the Careers tab.

2. Select Sign In on the top right.



3. Then Sign Up

A screenshot of the Applicant Portal login page. At the top, it says 'You need an Applicant Portal account to apply for a job.' Below this is the heading 'Don't have an Applicant Portal account?' with a blue 'Sign Up' link. A horizontal line separates this from the 'Login to Applicant Portal' section. This section contains two input fields: 'User Name:' and 'Password:'. Below the fields is a checkbox labeled 'Remember my account on this computer'. At the bottom of the login section is a 'Sign in' button. At the very bottom of the page is a link for 'Forgot your password?'.

4. Fill out all the required information. Please be sure to upload a resume and 2 letters of reference.
5. Once you have completed the process, go back to the login page and sign in with your User Name and Password.
6. You may then apply for the jobs listed under the Job Search tab. They are listed by Category and Location. Just select the job to see the description and select “apply now”.
7. Information will be sent to you by email if we need more information and when the interview selection is made.

Please contact Darlene at 435-864-1036 or darlene@millardk12.org you have further questions.