

# Application Requirements for Internal **Certificated** Staff

RSD teachers looking to apply for new opportunities within the district will need to apply using a shortened version of the online application by going to [www.applitrack.com/rentonschools/onlineapp](http://www.applitrack.com/rentonschools/onlineapp).

Once you've created a new profile as an *Internal Applicant*, you will be required to complete the following sections of the application:

- **Location Preferences** – this is where you'll indicate which buildings you are interested in
- **EEO Form** – Both internal/external applicants are encouraged to complete this form
- **References** – You will need to submit references from your current administrators
- **Experience** – Providing this information will allow administrators who may not be familiar with your experience in RSD to review your background quickly
- **Certification/HQ** – This is helpful to administrators who are not familiar with your credentials. You are not required to provide copies of these documents, as HR keeps copies of your certificate(s) and transcripts on file.

As a current RSD employee, you will receive additional consideration for the opportunities you are applying for; however, please keep in mind that it will work to your advantage to provide an *updated* resume/cover letter, as this will better market your application to administrators who are not already familiar with your professional background.

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# Application Requirements for Internal **Classified** Staff

RSD classified staff looking to apply for new opportunities within the district will need to apply using a shortened version of the online application by going to [www.applitrack.com/rentonschools/onlineapp](http://www.applitrack.com/rentonschools/onlineapp).

Once you've created a new profile as an *Internal Applicant*, you will be required to complete the following sections of the application:

- **Vacancy/Position Desired** – Select the position(s) you are interested in applying for.
- **Location Preferences** – this is where you'll indicate which buildings you are interested in
- **EEO Form** – Both internal/external applicants are encouraged to complete this form
- **References** – You will need to submit references from your current administrators
- **Experience** – Providing this information will allow administrators who may not be familiar with your experience in RSD to review your background quickly

As a current RSD employee, you will receive additional consideration for the opportunities you are applying for; however, please keep in mind that it will work to your advantage to provide an *updated* resume/cover letter, as this will better market your application to administrators who are not already familiar with your professional background.