Applying for Position with NNPS


Select the position you want to apply for from the job board listing.

In this example I am applying for Bus Driver in Training

Select view to submit your application.
After you select view you will see a description of the position. At the bottom right hand side of the screen you will see an option to **Login and Apply**

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**Bus Driver in Training**

**TRANSPORTATION (316)**

*Classified - Position - Bus Driver*

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**Minimum Qualifications** *(Knowledge, Skills and/or Abilities Required)*

- Must possess a high school diploma (GED) or any equivalent combination of education and experience that would provide the needed knowledge, skills, and abilities.
- Must possess a valid commercial driver's license to operate a school bus or must acquire one prior to the completion of the division's classroom training course.
- Must possess basic first aid and CPR certification or must acquire such prior to the completion of the division's classroom training course.
- Must possess an excellent driving record in compliance with division standards, excellent driving skills, and must successfully complete the school division's bus driver training course.
- Must possess a good knowledge of procedures and federal/state laws governing the safe operation of a school bus prior to

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For a complete job description please visit: [http://bou.nn.k12.va.us/hr/jobs/descriptions/Bus_Driver.pdf](http://bou.nn.k12.va.us/hr/jobs/descriptions/Bus_Driver.pdf)

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**Hourly Pay Rate**  $10.33 with increase to $14.17 when complete

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**Job Attachment**

The Newport News Public Schools prohibits discrimination on the basis of race, color, religion, sex, ethnicity, national origin, age, disability, pregnancy and childbirth, marital status or any other basis prohibited by law. (Reference: School Board Policies 2-33, 4-4, and 4-6).
After you select Login and Apply you will be asked to Login or Create Account. If you have an account you can login. If you do not have an account selection Create Account.

Newport News Public Schools

Maintenance for this system will be tonight 10/4/2018 beginning 10pm through 4am.

Newport News Public Schools accept employment applications throughout the year. To ensure that your application is considered for specific positions, you must apply as outlined below.

Step 1
Create an Account
You will need to create an account with a username and password when you first begin. Once your application is saved, you may log in to update your application, add minutes, etc., or apply your application.

Step 2
Complete your Application
You may edit the program at any time and return to complete it at your convenience.

Step 3
Apply for Open Positions
Once you have completed your application, you may apply for any open positions while logged in by clicking on the jobs link on the left frame and selecting the jobs for which you would like to apply.

Available Jobs
- view open instructional positions
- view open licensed administrator positions
- view open support/classified positions
- view open unlicensed administrator positions
After you login you will be asked to review the disclaimer and to Accept or Decline.

Disclaimer

By submitting this form, I certify that the information given in this application is true, accurate, and complete.

I authorize Newport News Public Schools to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release any and all employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) or any omission of information may result in discharge. I understand, also, that I am required to abide by all rules and regulations as established by Newport News Public Schools.

By clicking the "Decline" link, you will not be allowed to edit any of your original application information. You will be immediately logged out of the system and sent back to the login screen. You must accept the honesty disclaimer in order to make changes to your original record.

Website Privacy, Copyright and Legal Information

Newport News Public Schools maintains this website to facilitate the recruitment of new employees.

Newport News Public Schools programs and services are offered without regard to race, color, religion, national origin, age, sex, political affiliation, marital status or disability.

Website Security

For website security purposes and to ensure that this service remains available to all users, this computer system employs software programs to monitor traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. These attempts to cause damage could be subject to legal action.

Copyright

Users may download material displayed on this site for non-commercial educational purposes only, provided all copyright and other proprietary notices contained on the materials are retained.

IMPORTANT NOTE: Since we are a "corporate sender" of many emails per day, emails sent by users of the Newport News Public Schools system are subject to additional spam scrutiny. Please make sure that emails from our school division are not routed to your "spam" or "trash" folders.
If you select Accept you will be taken to the View Jobs Form screen. Please select Apply for this job.

**NEW USER**

If you are a new user you will be asked to provide information for each of the application pieces
The position you are applying for may have a questionnaire to gather additional information on your experience and credentials.

**Questionnaire Form**

You are required to fill out this questionnaire to continue with this request.

- **Do you have a valid driver’s license?**
  - [ ] Yes  [ ] No

- **Enter Driver License Number**
  (Enter NA if you do not have one)

- **Do you have a valid Commercial Driver’s License?**
  - [ ] Yes  [ ] No

- **What CDL Endorsements do you have?**
  - [ ] None  [ ] H  [ ] N  [ ] P  [ ] S  [ ] T

You must click the “Save and Next” button in order for your changes to be saved.

Cancel  Undo  Save and Next

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**Already have an account set-up?**

If you need to make updates to your information you can select My Application.
Under My Application you can add update your application. You can add employment under General Employment History, Update References, or Attach a Resume

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<th>General Information</th>
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<td>Printable Application</td>
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<td>Email History</td>
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Want to see if your application is complete?

Select the check box  . It will show you if you are missing some pieces of information on your application. In this example the candidate met all the Data Entry Requirements and they are ready to submit their application.

**At this step you have completed your profile but you have not applied for a position**

You can use the toolbar to go back to the Jobs screen and submit your application to other positions.
Once you have submitted your application successfully you will receive the following message

View Jobs Form

You have successfully applied for this job.

Withdraw interest for this job

Notify me about jobs like this

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<th>Job Number</th>
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<td>System/School</td>
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