

FastTrack Application Instructions **(for Current/Previous Employees who have data in Employee Access/Skyward)**

North Kitsap School District uses FastTrack for all applications. This program allows applicants to:

1. Customize each application to address the requirements of each specific job type
2. Keep application materials up to date
3. Know exactly what has been completed in application

If you have not yet created a FastTrack profile, the system will prompt you to do so as you begin the application process.

As you finish each section, click on the red box at the top of the section and save. All fields with an * must be completed.

- **Email Address and Username/Password Section**
- **Name and Contact Information Section**
- **Education History Section**
- **Certifications/Licenses Section**
 - You can just click on the “completed to best of my abilities” box if you have none. Save.
- **Employment History Section**
- **General Questions Section**

Note: This section does not hold the info from one application to the next. If you copy and paste your answers in to a saved document on your computer, you can just copy and paste them in to other applications as needed.
- **References Section** (*Electronic references will remain in the system for 2 years*).
 - *Note: FastTrack uses an electronic references format (as soon as you enter and save your references name and email, the system will send a request (containing a link to the questionnaire) directly to that person so you'll be able to track when and by whom they were completed –**IMPORTANT: 2 people must respond and complete the questionnaire before you'll be able to click on the “All Required References Have Been Completed” box. Consider starting with this section first.***
- **Attachments Section** Once documents have been attached to all of the field that are marked with a red * you'll be able to click on “All required attachments have been uploaded”
- **Comments Section**
 - You can add any comments you like here and save.

Submitting your application

IMPORTANT: Just clicking on the word “apply” does not mean that you have successfully submitted your application. Once all of the sections are marked complete, you will be able to submit your application. Review the section below your profile data called ‘**Your Applications**’:

- The first tab “**Unsubmitted Applications**” shows any applications you have not yet submitted.
- Click on “**Edit**” to the left of the application you want to submit.
- On the top right you will see a button “**Submit to HR**”.
 - If all of your sections are marked complete, you'll be able to click on it to submit to HR.
 - If any of your sections are marked “Incomplete”, they will need to be completed before this option becomes available.
 - Double-check by clicking “Edit” next to any “Incomplete” section.
 - If it appears complete, check to be sure that the box next to the words “I Have Completed This _____ To The Best Of My Abilities:” has been checked.
- You'll receive a confirmation email from the system once you have successfully submitted your application.

If you need further assistance, please contact HR at 360- 396-3007 or hr@nkschools.org