

How to Apply

The Applicant Registration System (ARS) is the online applicant tracking system used by Polk County Public Schools. To apply for employment an online application must be submitted at www.polk-fl.net/employment/onlineapplication.htm.

Steps to completing an online employment application:

1. Create Your Account at <https://jobs.polk-fl.net>
2. Activate Your Account
 - An e-mail will be sent within 24 hours to your personal e-mail asking you to activate your job.polk-fl.net account. If the e-mail has not been received within 24 hours, check your spam or junk folder.
 - Open the e-mail and click the link within this e-mail to return to the application log-in screen.
 - If you need assistance, please have your Applicant Identification Number available, located in the top right hand corner of your application.
3. Log In
4. Complete Your Application
5. Click Application Status, then submit
6. Browse jobs and submit application to specific jobs for which you are qualified.

Q. I would like to update my e-mail address I provided during my initial registration. How can I change it?

A. We strongly recommend applicants to identify and use an e-mail address that they will have access to for at least a *full* calendar year. To request a e-mail change, submit your old and new e-mail address in an e-mail to qualitycounts@polk-fl.net.

Q. What if I forgot my password?

A. The District does not have access to the password that you created. If you cannot remember your password, click the *Forgot My Password* button on the Log-in page. You will receive the e-mail message, "Password reset request from Polk County Public Schools" and a link with instructions to reset your application password request.

Q. I am trying to complete an application but received the message, "your social security number is already in use."

A. You received this message because you have already registered with Polk County Schools using a *different* e-mail address. You will need to recall your existing e-mail address, *or* request that it be changed. E-mail change requests can be completed in person or sent to qualitycounts@polk-fl.net.

If you experience technical problems, while navigating through ARS, contact our Help Desk at (863) 519-8040.

For additional questions or concerns, send an e-mail to qualitycounts@polk-fl.net.

How to Apply for a Job with Polk County Public Schools



**Human Resource Services,
Office of Recruiting**

**Phone: 863-534-0781
E-mail: qualitycounts@polk-fl.net**

Q. Do I have to apply online?

A. Yes. We only accept the electronic applications that are submitted through our website.

Q. I submitted my application and got a response that further review is needed. What does this mean?

A. This typically means that your application is being reviewed by the *Human Resource Services Employee Relations Department*. You will be notified by staff if additional information is required. Once the process is over this department will also inform you of the final results of your application review. You may also receive notification via e-mail regarding the status of your application. For questions about application submissions call (863) 534-0786.

Q. How do I know if my application was completed and submitted successfully?

A. When you have responded to each section of the application, you should receive a message that your application is complete. You should also see all *green* check marks next to all of the required sections. Make sure you click “save” and “submit” to activate your application. You will then receive an e-mail that says, “you have submitted your application for employment.” You will automatically be assigned a 5-digit Reference Number. This confirms that your application was successfully submitted. Keep your reference number in a safe place for easy retrieval.

Q. How do I apply for vacancies

A1. If you are seeking a *Custodian, Food Service, Maintenance, or Facility* position, you should “view vacancy details” for specific requirements and contacts.

A2. *Instructional (Teachers), Non-instructional, Clerical, Paraprofessional, or Professional Technical* positions, will have the option to “Browse Jobs” after completing the application process. The online system will display vacancies (unless a freeze is in effect). Once you locate a vacancy of interest, apply for that job. *IF* you are *eligible* (based on the self-reported qualifications, and the position’s requirements), the system will alert the Hiring Administrator of your interest. Within 24 hours, an e-mail will be generated to you from our automated system, “You applied for a job with Polk County Schools.” Remember to check your inbox regularly for system notifications.

Q. I have applied for several positions and received an e-mail response, “you were not selected for the interview.”

A. If you receive this e-mail message, we encourage you to continue applying for other positions for which you believe you are fully qualified to fill.

Q. I have received the message, “You are not eligible for this position.” Why?

A. The system was not able to match your self-reported credentials with the position’s requirements. If you believe an error has occurred, record the Position Number/s and contact the *Office of Recruiting* at (863) 519-3631 for assistance.

Q. Will I be notified if I have an interview?

A. Yes. Once the Administrator accepts your request, you will receive an e-mail with your assigned interview date and time. It will be your responsibility to keep track of those positions for which you have expressed an interest in filling. Be sure to contact the school to confirm your scheduled interview date and time, and log in to your online application and confirm your interview there. Contact information is found at <http://www.polk-fl.net/schools>.

Q. How will I know if I was selected or not selected for the job?

A1. Selected - You will receive an e-mail, “You were selected as the candidate for our position,” if you were nominated for candidacy. This e-mail will contain important information regarding your pre-employment requirements (e.g., paperwork, testing, and training) which must be completed before receiving a “Start Date”.

A2. Not Selected - If you were not selected for the position, you will receive an e-mail stating, “You were not chosen for this position”.

Q. Where do I find updates regarding imposed freezes?

A. We encourage all applicants to visit our website, www.polk-fl.net/employment/default.htm, for updates.

Q. Can I update my application?

A. Yes. You will be permitted to modify your application as long as you have not