

# Mount Baker School District FastTrack Application Instructions

**Step 1:** View the Position Listing to view all open positions and apply, click on “Search.” If you have already applied for a position and want access to your profile, enter in your username and password then click on “Log In”. If you forgot your username or password, click on “Forgot your username/password?” to have an email sent to you with your information.



**Search Current Job Openings**  
[Click to view current job openings](#)

**Existing Applicants Please Log In**  
To access your previous applications, log in with your username and password.

Username:   
Password:

[Forgot your username/password?](#)

Check the checkbox of the position you want to review and click on “View Details of Highlighted Position.” At this step, you also have the option to apply for the position without reviewing it.



All Posted Positions Via Employee Access

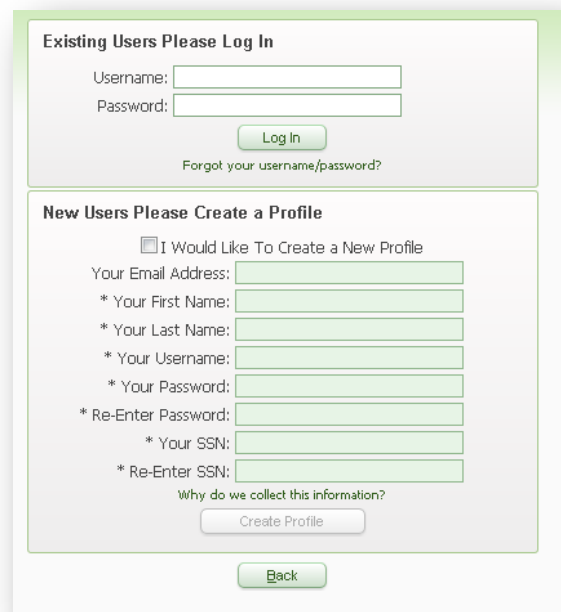
Apply	Category	Position Description	Assignment Description	Location	Job Type
<input type="checkbox"/>		CLASSIFIED	ADMIN ASSTS	LUCILLE UMBARGE	ADMINISTRATIVE

Update Job Filters

**Step 2:** Apply for the job or review the position listing. The position listing will give you a preview of the questions included in the online application. When you're ready to begin the online application, scroll to the top of the page and click on the “Apply for Position” button.

**Step 3:** Create a Profile (first time only). You will need an e-mail address and password to access the online application. After you click on Apply for Position, you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with the Mount Baker School District, check the box that says “I Would Like to Create a New Profile,” enter your information, and then click on “Create Profile.”

**\*\*Please make a note of your username and password as you will need it to access your applicant profile in the future.**



**Existing Users Please Log In**

Username:   
Password:

[Forgot your username/password?](#)

**New Users Please Create a Profile**

I Would Like To Create a New Profile

Your Email Address:

\* Your First Name:

\* Your Last Name:

\* Your Username:

\* Your Password:

\* Re-Enter Password:

\* Your SSN:

\* Re-Enter SSN:

Why do we collect this information?

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**Step 4:** Begin your Online Application. There are 8 sections of the application to complete. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed.' When no sections are marked 'Incomplete,' you may submit your application to Human Resources at the right. Once your application has been submitted, you may log back into your profile and make updates to the application until the closing deadline. **\*\*Your application is automatically saved as you enter data. If you cannot complete your application all at once, just click on the “Return to Profile” button to see that your information for that application was saved and then click on “Log Out.”** When you want to return and finish, just log back into the system with your username and password.

Application Dashboard - 05.16.10.00.05 - Mozilla Firefox  
https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wmtbakes71/rappjoblst460.w

**Application Dashboard**

**Job Listing**

Listing ID: 161129001      Location:      Type: Part Time  
Position: Certificated Substitute      Dept:      Deadline: Until Filled  
Assignment: Certificated Substitute      Group:      Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 10 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information	Incomplete	Add
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Certifications/Licenses	Incomplete	Add
Employment History	Incomplete	Add
General Questions	Incomplete	Add
Background Check	Incomplete	Add
References	Incomplete	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add

[Submit to HR](#)  
[Cancel Application](#)  
[Return to Profile](#)

The Mount Baker School District does not discriminate on the basis of race, color, national origin, sex, marital status, disability, age, Vietnam-era Veteran's status, or disabled Veteran status or the presence of any sensory, mental or physical disability or the use of training dog guides or service animals by a disabled person in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Charles Burreigh/Superintendent PO Box 95 Deming WA 98244 (360) 383-2000 For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

For more information on how to apply for positions, please review the Frequently Asked Questions (FAQs) on our website [www.mtbaker.wednet.edu](http://www.mtbaker.wednet.edu). If your questions are still not answered, please feel free to contact us at:

Pam Butenschoen, Human Resources Coordinator  
Phone: (360) 383-2000  
Email: [pbutenschoen@mtbaker.wednet.edu](mailto:pbutenschoen@mtbaker.wednet.edu)