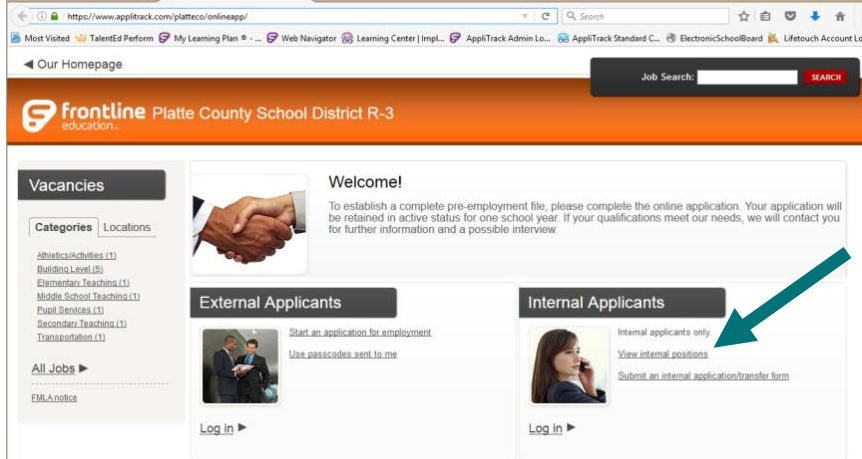
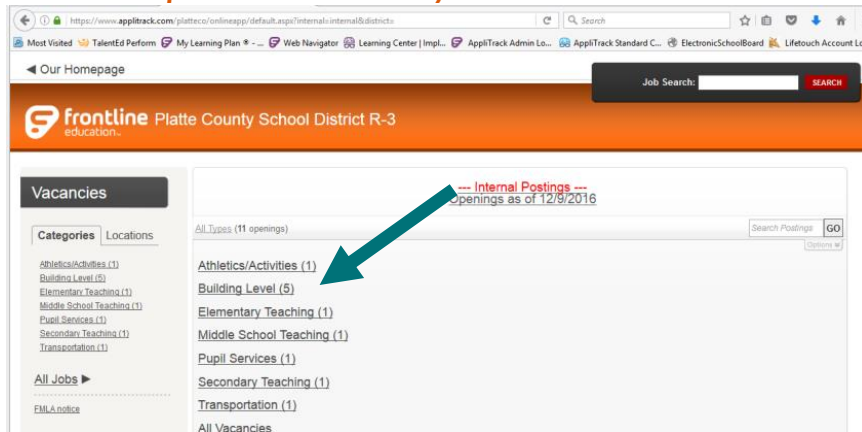


# INTERNAL APPLICATION PROCESS

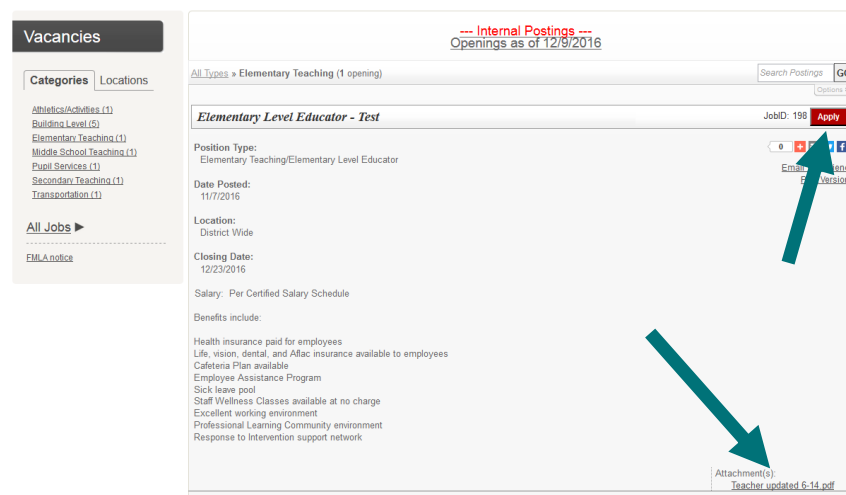
1. Go to: <https://www.applitrack.com/platteco/onlineapp/>
2. Click on **View internal positions**, under the **"Internal Applicants"** section.



3. Click on the position with which you are interested.



4. To view the job description, click on the attachment. To apply, click on the apply button



5. Internal applicants should click on the "Employment Application" tab. Do not log into an existing application.

Home | Employment Application | Login to Existing Application

## Welcome, New Internal Applicant!

Please start your application with Platte County School District R-3.

Please carefully review the following information regarding our online application process.

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.
- The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 25 days later.
- Your application will be considered "in process" until you complete it. **The school district will have the ability to view it, even if you do not complete it.**
- All fields marked with the red asterisks are required.
- Do not type in ALL CAPITAL LETTERS.**

Activities for you:

- START**  
begin the process
- LOGIN**  
to existing account
- IMPORT**  
from another account

If you completed an application with another organ that uses the Frontline Applicant Tracking System, you may import most of your data to Platte County School District R-3.

6. Fill out the personal information for your email address. Use your platteco.k12.mo.us email address. Then click on "Next Page" to begin the internal application.

Home | Employment Application | Login to Existing Application

Fields preceded by a red asterisk (\*) are required.

Please enter all required information.

Name: [Title] [First] [Middle Initial] [Last] [Suffix]

Other name under which transcripts, certificates, and former applications may be listed:  
Other: [Title] [First] [Middle Initial] [Last] [Suffix]

The following information is needed for you to continue your application at a later date.

- Your email address will be used to communicate with you. (Be sure to use your full Internet email address ex: [jsen@psd.k12.mo.us](mailto:jsen@psd.k12.mo.us))
- Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue the application process at any step. You can return to complete an application up to 25 days later by clicking "Continue/modify my application for employment" and then entering your email address and password.
- If you do not have an email address, click here to sign up for a free account with [yahoo.mail](mailto:yahoo.mail).

\* Email Address: [ ]  
\* Confirm Email: [ ]  
\* Password: [ ]  
\* Confirm Password: [ ]  
\* Secret Question: Choose One [ ]  
\* Secret Answer: [ ]

Applicant Tracking | Save as Draft | Finish and Submit | Prev Page | Next Page