

Applitrack FAQ's

1. Do you accept paper applications?

Source4Teachers will only accept online applications through Applitrack for all open positions.

2. When will you be hiring for the school year?

Applicant screening and hiring for substitutes occurs throughout the calendar year based upon District need.

3. I have documents that are not computer files. How do I submit them with my online application?

All documents need to be scanned and uploaded to your application.

4. I received an error when trying to upload document into my online application. What should I do?

Check that your documents are the correct type. The file that you are trying to upload must be saved in one of the following formats: .doc, .docx, .rtf, .pdf, .bmp, .gif, .jpg, .png, or .tif in order to be uploaded into your online application.

5. I am having a hard time uploading materials to the AppliTrack application system; may I mail them to you?

We only accept application materials online (resumes, certifications, and transcripts, etc.). We do not accept any paper as our Applicant Processors view all applicant's files electronically. If you do not have your supporting materials in an electronic form, you may visit a local business services company (Kinko's, OfficeMax, Staples, etc.) to help you scan your "hard copy" materials and save them in Adobe PDF format.

6. I'm trying to upload a document to AppliTrack, but the file size is too big. What do I do?

If you are trying to upload a document that contains multiple pages (such as a three page college transcript), submit each page as a separate attachment. Decreasing the resolution of the document scanner and/or scanning documents in black and white will also decrease the size of the file.

7. How do I know if Source4Teachers has received my online application?

Once you have completed the steps to create an online application and submitted it, you will receive an automatic e-mail confirming the successful submission of your application.

8. Are all applicants interviewed?

No. Hiring managers review applications and interview those who best match the requirements of the position.

9. Once an application is completed and submitted, may I make updates, corrections or add information to my application?

Yes, you may make updates and corrections to your application. You may also add uploaded documents to your application on AppliTrack by revisiting your submitted application with your email address and password as you did when you were initially submitting an application. You must save the changes to update the application. Remember to click the "Finish and Save Changes" button at the bottom of the page after making the appropriate changes.

10. If I see another position I wish to apply for, must I complete another application?

No, you do not have to complete another application.

11. Would it help expedite my application if I contacted Source4Teachers directly?

By submitting a completed application and all supporting documents, you have done all you need to put yourself in the best possible position to be considered for available substitute positions.

12. I forgot my password for my Source4Teachers on-line job application. What should I do?

To reset your password, click the "Forgot Password" link and enter your email address.

13. If I completed an application in another district that uses AppliTrack, will I have to start over?

No. If you have applied to any other school district that uses the AppliTrack system, you can import your data to your Source4Teachers application. After you create your online applicant profile, you will see an option that says "Import".

14. How do I know which application to complete, New Applicants or District Original Substitutes?

- Complete **New Applicants** if you have never applied to work with Source4Teachers before, and if you are NOT an employee of a school district that is currently transitioning to Source4Teachers.
- Complete **District Original Substitutes** if you are a current school district substitute employee and your school district is transitioning to Source4Teachers. If you select this option and are not an actual **District Original Substitute**, you will not be contacted for employment.