

How To Fill out a PPS Online Transfer Application

To login to the online transfer application, go to the Inside PPS website (<http://inside.pps.k12.or.us>) and select "Teacher Transfer & Hiring Process 2010-2011" from the "Quick Links" Menu. Then click the link "Go to Transfer Application" to get started.

The screenshot shows the PPS website header with a search bar and navigation links. The left sidebar contains a menu with categories like Human Resources, Employment Opportunities, and Application and Transfer Procedures. The main content area is titled "PPS Teacher Hire, Assignment and Transfer Process" and includes a list of links for various phases and application types. A red arrow points from the text box on the left to the "Go to Transfer Application" link in the sidebar.

Google Custom Search Search PPS School Choice Lottery How Do I? Go

PPS Home > Departments > Human Resources > Employee Resources > Application and Transfer Procedures

PPS Teacher Hire, Assignment and Transfer Process

This year, PPS has a new hire, assignment and transfer process for unassigned teachers. Rather than place teachers in vacancies based on licensure, Phase II internal of the new process allows unassigned teachers to apply and interview for positions that interest them. Following Phase II Internal, vacancies will be posted for internal and external applicant consideration.

For more information on each phase, please click on the appropriate link below:

- [PAT Internal Transfer Process \(Phase I\)](#)
April 19 - April 23, 2010
- [PAT Unassignment Process \(Phase II Internal\)](#)
Begins April 26, 2010
- [Open Certified Vacancies & Hiring Process \(Phase II Internal/ External\)](#)
Begins April 26, 2010(Aproximation)
- [Online Application](#)
- [View Internal Certified Vacancies](#)
- [View External Certified Vacancies](#)

Please note: All PAT unit-members (Prob 1, 2, 3 and contract) should complete or update their transfer application to apply to Internal vacancies. If you have any questions, contact HR at (503) 916-3544.

Informational Meetings for Unassigned PAT Unit Members
April 13, 2010 at 3:30 pm in the BEESC Board Room
April 15, 2010 at 3:30 pm in the BEESC Board Room

All **first** or **second-year probationary** unit-members should complete a new transfer application and apply to positions during Phase II. To create a transfer you must create a new account and select "Current PPS Contract Teacher". Click here for if you have not created a transfer application you must create a new application. [Click here](#) (pdf) for instructions. To update an existing transfer application, [click here](#) (pdf) for instructions.

Step 1 - Select "Current PPS Teacher" from the *Applicant Login for Portland Public Schools* screen.

Step 2 - Click the "Create New Account" button.

The screenshot shows the "Applicant Login for Portland Public Schools" web form. It includes a login section with fields for Username and Password, and a "Create New Account" section with radio buttons for "New Applicant" and "Current PPS Teacher". A red arrow points from the text box on the left to the "Create New Account" button. The form also contains instructions for each step of the application process and links to view open positions and preview applications.

Applicant Login for Portland Public Schools - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://employment.pps.k12.or.us/ats/app_login.shtml?COMPANY_ID=00002736 Go Links

Applicant Login for Portland Public Schools

If you already have a username and password, you may log in at any time.

Username:
Password:

Login Clear

Forgot your password?

If you do not have a Username and Password, choose your application type and click the "Create New Account" button.

New Applicant
 Current PPS Teacher

Create New Account

Applicant Login

If you are interested in applying for a position, please follow the instructions below. Our online application system will take you through the application process step by step.

Step 1. Create an Account
You will need to create an account with a username and password when you first begin. Once your account has been created, you can return to update your application, add attachments, or view your application.

Step 2. Complete your Application
You can exit the program at any time and return to complete it at your convenience.

Step 3. Apply for Open Positions
Once you have completed your application, you can apply for any open position. While logged-in click on the Jobs link on the left frame and select the jobs for which you would like to apply.

[Click Here to View Open Certified Positions](#)
[Click Here to View Open Classified Positions](#)
[Click Here to View Open Management Positions](#)

[Click Here to Preview the Certified Application](#)
[Click Here to Preview the Classified Application](#)
[Click Here to Preview the Management Application](#)

Step 3 – Read the information on the *Add Applicant* screen.

Step 4 – Input your information in each of the fields. Your Employee ID # is required to verify that you are a current PPS contract or third-year probationary teacher.

Click the **“Save and Next”** button to continue.

| Applicant Type | Descriptions |
|----------------|---|
| Management | Includes principal, vice principal, director, supervisor and other related positions. |
| Certified | Includes teacher, counselor, librarian and other related positions. |
| Classified | Includes specialist positions (business services, technology, etc.), clerical, paraeducator, bus driver, maintenance, nutrition services and other related positions. |

Step 5 – Click the **“Login”** button on the *Success* screen.

Success

You have successfully created a user account. This account allows you to enter the application system at any time to submit your application information.

By clicking the Login button below, you will be taken into the application system. From there you will be able to complete the application.

NOTE: If you are unable to complete the application, you will need to remember the username and password that you just created. Your user account will enable you to log back into your application to finish any incomplete sections or to update any of the information that may have changed.

Login

Step 6 – Read the *Disclaimer* screen and click **“Accept”** or **“Decline”**.

Disclaimer

By submitting this form, I certify that the information given in this application is true and complete to the best of my knowledge.

I authorize selected Application System members for Portland Public Schools to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

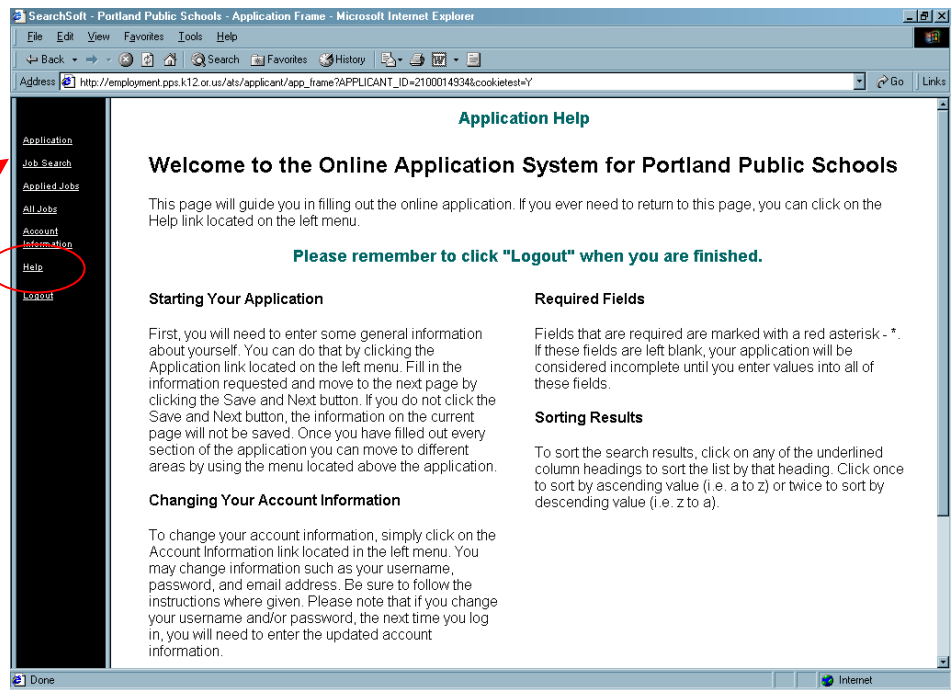
In the event of employment, I understand that false or misleading information given in my application or interview(s) or any omission of information may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the School District.

By declining this honesty disclaimer, you will not be allowed to edit any of your original application information. You will be immediately logged out of the system and sent back to the login screen. You must accept the honesty disclaimer in order to make changes to your original record.

INCOMPLETE APPLICATIONS WILL NOT RECEIVE PRIORITY CONSIDERATION

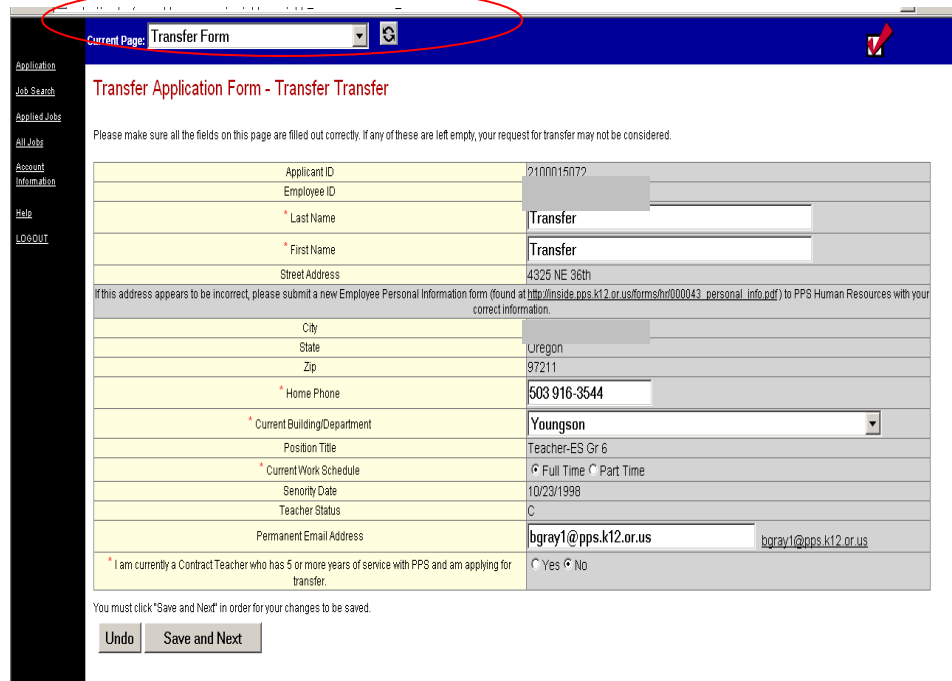
[Accept](#)
[Decline](#)

Note: The application defaults to the **Application Help** page when you log in. You may Click “Help” from the left menu to return to this page.



Step 7 – Click on “Application” to start the Transfer Application form.

Step 8 – To confirm you have the right type of application locate the “Current Page” field located near the top of the page. The field should read, “Transfer Form”. Fill in and verify your personal information. You fill in white fields. Grayed-out fields are populated by the PPS HR/Payroll system. Fields with an asterisk (*) are required.



Click the “**Save and Next**” button to continue.

Step 9 – Entering license and endorsement information.

Click the “Add” link to input your license.

Please list each endorsement separately (after entering the information for an endorsement, you can click “Add” to enter additional endorsements).

We have included a link to TSPC to help look up your endorsements!

Read the instructions on the screen and click “Save and Next” to continue.

Click “Next” when you have completed the entry of your license and endorsement information.

Make sure you complete the license and endorsement section. (DO NOT LEAVE BLANK)

SearchSoft - Portland Public Schools - Employer Frame - Microsoft Internet Explorer

Address: http://employment.pps.k12.or.us/ats/employer/emp_frame?cookieTest=Y

Current Page: License Record 2 of 306

License -

On this page, list the certifications **that you currently hold or for which you have applied**. Do not include licenses or endorsements that you think you may have in the future. To add your license/endorsement information, click the Add link, and follow the directions. In order to add more than one, you will need to repeat the procedure. After you have added your licenses and endorsements, you may edit, delete, or view them from this page.

To ensure accuracy, **verify your license type and endorsement (s) at the Teachers Standards and Practices Commission (TSPC) - License Inquiry web page: TSPC Educator License Inquiry**

Select All Deselect All

Delete

| Add | Type | Status | State | Expires |
|---|----------------|--------|--------|------------|
| View Edit Add | Teaching Basic | Active | Oregon | 08/06/2007 |

Previous Next

SearchSoft - Portland Public Schools - Application Frame - Microsoft Internet Explorer

Address: https://employment.pps.k12.or.us/ats/applicant/app_frame?APPLICANT_ID=2100015072&cookieTest=Y

Current Page: License

License Form -

Use this page to provide information on what type of license/endorsement you have. Make sure to follow the example given next to the date field. When you are done filling in the information, click Next button.

To ensure accuracy, **verify your license type and endorsement (s) at the Teachers Standards and Practices Commission (TSPC) - License Inquiry web page: TSPC Educator License Inquiry**

| | |
|---|--|
| License Type | <input type="text"/> |
| If your license type is not in the above list, please type the name of the license type here | <input type="text"/> |
| License Status | <input type="text"/> |
| If license is pending, what date do you expect to obtain your credential? Help | mm/yyyy (ex: 07/2001) |
| Endorsement | <input type="text"/> |
| If endorsement selected is OTHER, type endorsement here. | <input type="text"/> |
| Did you receive a letter from Teacher Standards and Practices Commission (TSPC) stating that you are highly qualified to teach in this endorsement? | <input type="radio"/> Yes <input type="radio"/> No |
| State | <input type="text"/> |
| Expires (example: 07/15/2001) | mm/dd/yyyy (ex: 10/02/2000) |

You must click "Save and Next" in order for your changes to be saved.

Cancel Undo Save and Next

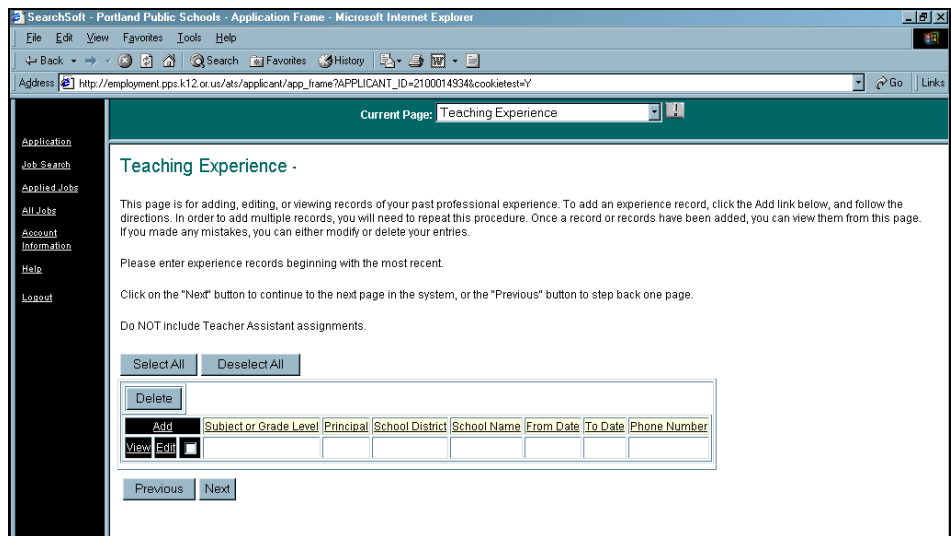
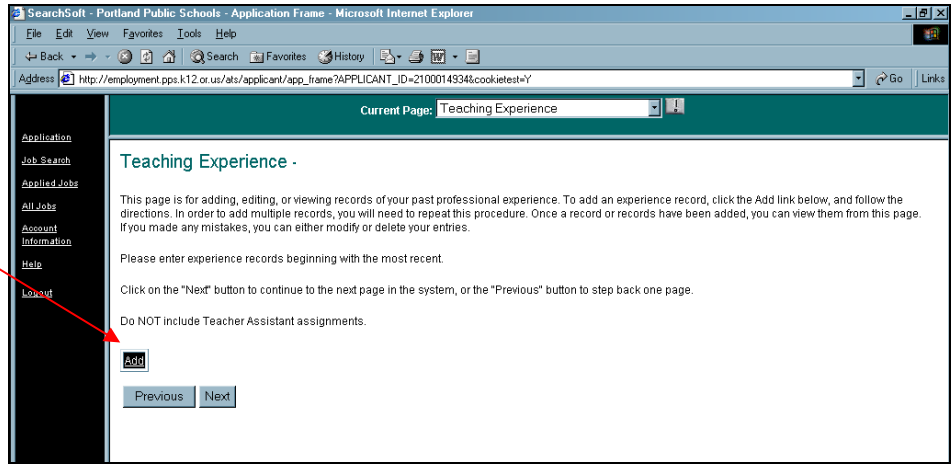
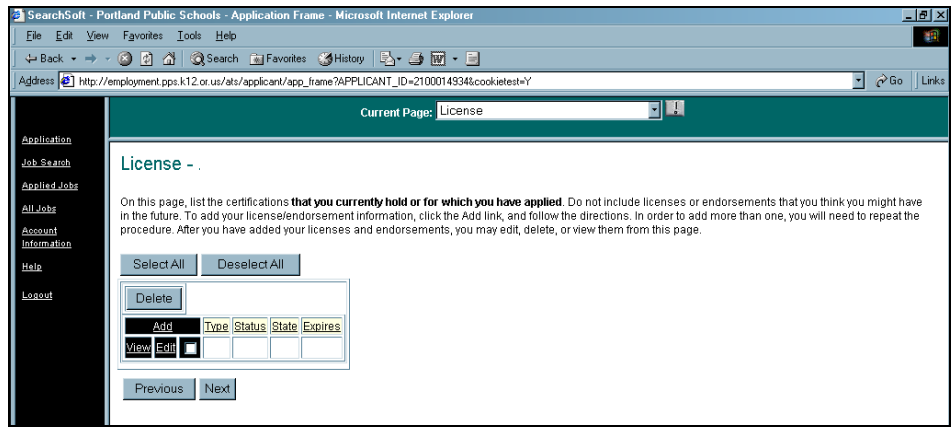
Step 10 – Enter teaching experience information.

Click the “Add” link to input your teaching experience, beginning with the most recent.

Click “Add” to enter additional teaching experience.

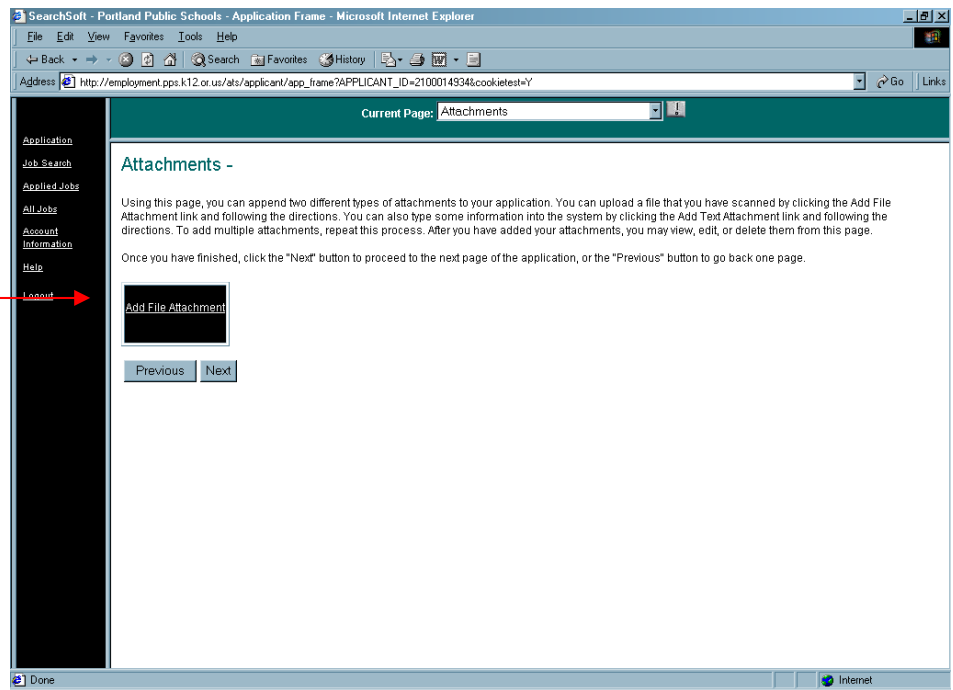
Read the instructions on the screen and click “Save and Next” to continue.

Click “Next” when you have completed the entry of your teaching experience information.



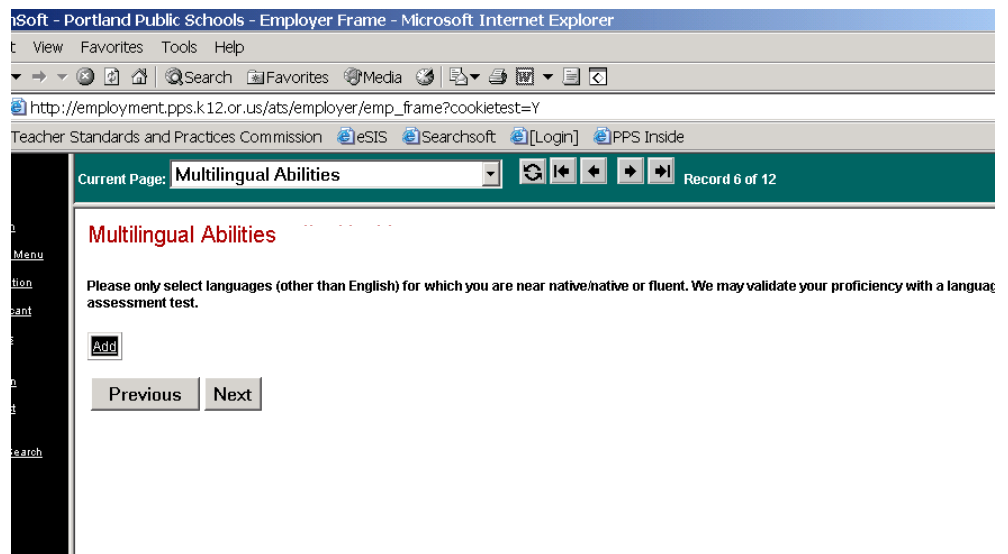
Step 11 - Attachments.
This is **optional**; if you wish to attach your resume electronically select “Add File Attachment” and follow the instructions.

Click “Next” to proceed or skip to the next page.



Step 12 –
This is **optional**; you can also indicate your language fluency on this page. Click the “Add” link to input your multi-lingual ability.

After you have completed this section, click “Next” to proceed or skip to the next page.



Success! You have completed the online transfer application.

To return to the first page of your application, click the “Next” button.

To apply for a job posting, choose “All Jobs” from the left menu.

Refer to the “Teacher Transfer and Hiring Process 2010-11” web page for more information about the Phases.

To logout of the online application system, choose “Logout” from the left menu.

