



How To Complete An AppliTrack Internal Application

- 1.) Go to the TSC website: www.tscschools.com
- 2.) Select Employment.
- 3.) Then scroll down until you see “Apply Now”; this will take you to the TSC AppliTrack website.

Here are some additional facts about the TSC:

- 13th largest school district in Indiana (enrollment).
- Approximately 13,500 students and 1,200 employees.
- 19 schools (2 high schools, 6 middle schools, 11 elementary schools).
- Each school is fully accredited with highly qualified teachers, many of whom have advanced degrees.
- Strong partnerships with Purdue University, Ivy Tech Community College, Vincennes University, and area business such as Caterpillar, Evonik Industries, and Subaru of Indiana Automotive.

Please take time to browse our website or follow us on [Facebook](#) and [Twitter](#) to learn more about our school district. If you have questions, please reach out to us at any time. We would enjoy having you join the TSC team!

APPLY NOW

TSC HUMAN RESOURCES

- 4.) If you have an existing account, please login under Internal Applicants
- 5.) If you do not have an Internal Application, select submit an internal application/transfer form click “Start” to create an account/application.

<< Our Homepage

Job Search: **SEARCH**

Tippecanoe School Corporation

Vacancies

Categories Locations

Administration (1)
Paraprofessional (2)
Substitute (1)
Support Staff (3)


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[FMLA notice](#)


Welcome!

To establish a complete pre-employment file, please complete the online application. Your application will be retained in active status for one school year. If your qualifications meet our needs, we will contact you for further information and a possible interview.

External Applicants


[Start an application for employment](#)
[Job Fair Quick Form](#)
[Use passcodes sent to me](#)
[Log in >>](#)

Internal Applicants


Internal applicants only.
[View internal positions](#)
[Submit an internal application/transfer form](#)
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Need Help?

We're here to help! For questions regarding position qualifications or application procedures, please contact Tippecanoe School Corporation directly.
For technical questions regarding the AppliTrack system, please contact the AppliTrack help desk using the Request Technical Help link below.

[Request Technical Help >>](#)

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Welcome, New Internal Applicant!

Please start your application with Tippecanoe School Corporation.

Activities for you:

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

If you completed an application with another organization that uses the AppliTrack System, you may import most of your data to Tippecanoe School Corporation.

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.**

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6.) Fill in your personal information and then click next page.

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https://www.applitrack.com/tsc/onlineapp/_application.aspx?starting=true&isinternal=1&

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Home Employment Application Login to Existing Application

Please enter all required information.

1. Personal Info

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: jean@aol.com)
- 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](#).

Email Address:

Confirm Email:

Password:

Confirm Password:

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7.) Select that you are a current TSC employee then next page.

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Please enter all required information.

Are you currently an employee of Tippecanoe School Corporation?

Note: Substitutes, both Regular and Long Term, are not considered internal, and are thus ineligible for internal positions.

☐ No, I am not currently an employee of Tippecanoe School Corporation

☒ Yes, I am currently an employee of Tippecanoe School Corporation

This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Tippecanoe School Corporation.

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8.) Fill in your postal address the select next.

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Navigation:

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5. Position Desired
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Please list your mailing address.

Permanent Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Daytime Phone:
Home/Cell Phone:

Present Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:
Until what date?:

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9.) Select each of the vacancies desired and the number of years you have in a similar position then select next.

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High School Teaching

☐ General

☒ **JobID 232; Summer School - English Makeup Sem. 1 (June 1 - June 26, 2015) - INTERNAL ONLY** ****Internal Only****
Location: Tippecanoe School Corporation
How many years of experience do you have in similar positions? 0 years

☐ **JobID 243; Summer School- Biology I Sem. 1 (June 1- June 26, 2015) - INTERNAL ONLY**
Location: Tippecanoe School Corporation

☐ **JobID 244; Summer School- Biology I Sem. 2 (June 29- July 27, 2015) - INTERNAL ONLY**
Location: Tippecanoe School Corporation

☐ **JobID 253; Summer School- Economics (June 1- June 26, 2015) - INTERNAL ONLY** ****Internal Only****
Location: Tippecanoe School Corporation

☐ **JobID 254; Summer School- Economics (June 29- July 27, 2015) - INTERNAL ONLY** ****Internal Only****
Location: Tippecanoe School Corporation

☐ **JobID 255; Summer School- Economics Virtual (June 1- July 27, 2015) - INTERNAL ONLY** ****Internal Only****
Location: Tippecanoe School Corporation

☒ **JobID 233; Summer School- English Makeup Sem. 2 (June 29-July 27, 2015) - INTERNAL ONLY** ****Internal Only****
Location: Tippecanoe School Corporation
How many years of experience do you have in similar positions? 0 years

☐ **JobID 251; Summer School- Government (June 29- July 27, 2015) - INTERNAL ONLY** ****Internal Only****
Location: Tippecanoe School Corporation

☐ **JobID 242; Summer School- Health & Wellness Virtual (June 1- July 27, 2015) - INTERNAL ONLY** ****Internal Only****
Location: Tippecanoe School Corporation

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10.) Optional: Select any future openings you'd like to be considered for. Make a selection and click next or just click next.

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If you are interested in future openings in the following areas, please check the positions in which you are interested.

Administration

<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Assistant Superintendent
<input type="checkbox"/> Business Manager	<input type="checkbox"/> Director
<input type="checkbox"/> Principal **Vacancy**	

Athletics/Activities

☐ Extra Curricular Sponsor/Coach
☐ Extra Curricular Sponsor/Coach: Volunteer

Elementary School Teaching

<input type="checkbox"/> Art	<input type="checkbox"/> Counselor
<input type="checkbox"/> Instructional Coach	<input type="checkbox"/> Intermediate - Grades 4, 5
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Music
<input type="checkbox"/> Physical Education	<input type="checkbox"/> Primary - Grades 1, 2, 3
<input type="checkbox"/> Special Education	<input type="checkbox"/> Title I Teacher

High School Teaching

<input type="checkbox"/> Art	<input type="checkbox"/> Business Education
<input type="checkbox"/> Counselor	<input type="checkbox"/> Drama
<input type="checkbox"/> English	<input type="checkbox"/> Family/Consumer Science
<input type="checkbox"/> Foreign Language - French	<input type="checkbox"/> Foreign Language - German
<input type="checkbox"/> Foreign Language - Spanish	<input type="checkbox"/> Health
<input type="checkbox"/> Industrial-Technology Education	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Music	<input type="checkbox"/> Music

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11.) Fill in your current position within TSC and if you've notified your current supervisor then select next.

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If you want to be considered for transfer to a different location while maintaining the same position, the internal application applies. If you want to be considered for a different position in our school district, you must complete the external application process. Please contact HR if you have questions: 765.474-2481.

What is your current position?

Is your current supervisor aware of your intent to transfer? Note: Your supervisor will be contacted if you are a potential candidate. ☐ Yes ☐ No

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12.) Complete what certifications you currently hold then select next (Certificate Number, expiration date, etc. is not required)

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Please tell us about the certification you hold.

Do you hold National Board for Professional Teaching Standards certification?

☒ No ☐ Yes

Do you hold or anticipate an Indiana certificate?

☐ No ☐ Yes, Certificate is Anticipated ☒ Yes, Certificate is currently held

List the Type(s):

Select a Type:

Certificate Number	Expiration Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select a Type:

Certificate Number	Expiration Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select a Type:

Certificate Number	Expiration Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>

ADDITIONAL FUNCTIONS FOR THIS PAGE:

[Add a Certificate at Top Page](#) [Add a Certificate at Page Bottom](#)

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13.) Final step is to submit your application.

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 Your Application is **not yet submitted**.

Please read the following before submitting your Application.

- You should [print preview](#) your Application. You may need to [download](#) Adobe Acrobat if the print doesn't work. This is what hiring administrators will see.
- If you do not wish to submit your Application yet, click [save as draft](#).
- If you want to mark your Application as '**completed**' and submit it to Tippecanoe School Corporation for review, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link, to [continue working](#).
- Upon submission, your application will become active in our files. You will be notified by email when your application expires so that you can log in and re-activate it if you wish.

[Submit Application](#)

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14.) Once you have submitted your online internal application you can print the screen for later reference and you will also receive an automated email.

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Finished!

✓ Your Application was submitted to Tippecanoe School Corporation. You will receive an automated confirmation email momentarily. Be sure to read it as it may contain further requirements regarding your candidacy.

Note: This email is sent from mailbot@applitrack.com. Depending on your email settings, you may need to add it to your "Allowed Senders" list or it may be delivered to your junk mail folder.

[Show/Hide Email Text](#)

This message confirms submission of your online Application to Tippecanoe School Corporation, at 3/18/2015 2:45:12 PM Central Time. Please review the messages and summary below.

High School Teaching

This is a confirmation that the district has received your form.

Personnel Department

Summary of Employment Desired

Your Current Vacancies:

High School Teaching

- JobID: 232 - Summer School - English Makeup Sem. 1 (June 1 - June 26, 2015) - INTERNAL ONLY
- JobID: 233 - Summer School- English Makeup Sem. 2 (June 29-July 27, 2015) - INTERNAL ONLY

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in active status for one school year. If your

form

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