



The Independent
School District of Boise City

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Boise, ID 83709

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**Boise School District
Online Specific Transfer
Application
Guide for Employees**

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Who is Eligible for the Transfer Application?

Classified Employees

- Classified employees may use the transfer application to receive in-district consideration for classified positions.
- Classified employees with a complete certified application and subject area screening interview may use the transfer application to receive in-district consideration for certified vacancies.

Certified Employees

- Certified employees may use the transfer application to receive in-district consideration for certified and/or classified positions.

New Registrant

If you have not yet registered to complete an online application or you have not registered for Employee WorkSpace, follow these steps to register:

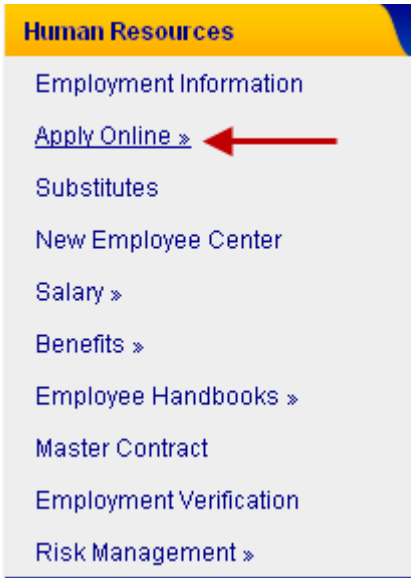
1. Go to the Boise School District web site: www.BoiseSchools.org
2. Click on **Human Resources**

The screenshot shows the Boise School District website in a Windows Internet Explorer browser window. The address bar displays <http://www.boiseschools.org>. The website features a blue header with the Boise School District logo and the tagline "Educating Today for a Better Tomorrow". Below the header is a navigation bar with links to "BSD Intranet", "Infinite Campus Portal", "Employee Workspace", "Subfinder", "GroupWise", and "Boise School District Home".

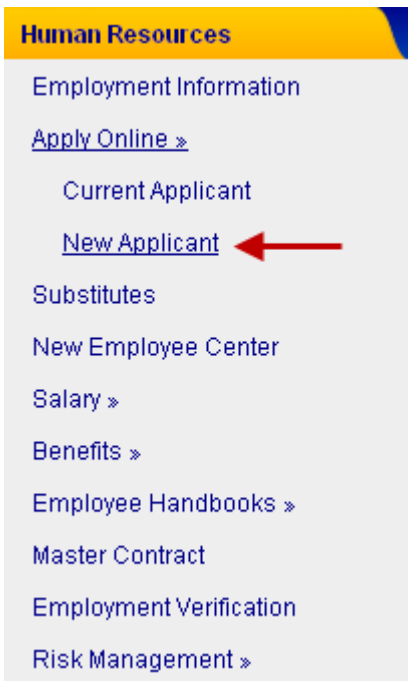
The main content area is divided into two columns. The left column is a vertical navigation menu with the following items: Supplemental Levy Election, Board of Trustees, Calendars, Community, Counseling, Curriculum, District Information, Educational Programs, E-mail & Phones, Emergencies, Employee Services, Food & Nutrition, Forms, **Human Resources** (highlighted with a red arrow), News & Events, Schools, Student & Parent Services, Technology, and Transportation & Boundaries. The right column contains a welcome message, a quote from Jay Mathews, and a "Current Highlights & Events" section with the following items:

- BSD Public Montesson Now Accepting Applications
- Supplemental Levy Election
- Supplemental Education Services (SES) - FREE TUTORING
- Community Update Fall/Winter Edition
- BSD Students Outpace State, National Averages on SAT & ACT
- Discover Boise School District (video)
- Limited English Proficient (LEP) Students in the Boise Schools
- College Planning: ACT | College Board News



3. Click on **Apply Online**



4. Click on **New Applicant**



5. Complete the **Applicant Information** form. All required fields are marked with a red triangle.



Applicant Information:

First Name:

Middle Initial:

Last Name:

E-mail Address:

Social Security Number: (NO dashes)

You are being asked to provide your social security number as part of the employment process with Boise Independent School District. In accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, disclosure of your social security number is optional except for purposes of receiving wages; however, failure to provide it may result in processing delays if we have multiple applicants with the same or similar names. In accordance with the United States federal tax code and regulations, 26 U.S.C. § 6011, 26 C.F.R. § 31.6011(b)-(2), once employees receive offers of employment, all employees shall show proof of employment eligibility and proof of identity to Boise Independent School District, the employer, for purpose of receiving wages and withholding income taxes. See also Tax Reform Act of 1976, 42 U.S.C. § 405 (b)(2)(C)(i). Should you elect to disclose your social security number for reasons other than receiving wages and withholding taxes, Boise Independent School District would utilize your social security number for the following reasons: (1) Submission to the Federal Bureau of Investigation and the Department of Public Safety for purposes of performing mandatory criminal background checks, and (2) submission to the Department of Education for purposes of determining your professional or other licensure status. Should Boise Independent School District require your social security number for any other purpose not listed above, we will obtain your consent before utilizing your social security number.

User ID:


(Create your own UserID here -- we recommend your email address if you have one)

Password:

(Create your own password here -- numbers and letters only)



Verify Password:

Password Hint:

 indicates required field

If you do not have an e-mail address, be sure to write down this information.

6. Login using your newly created **User ID** and **Password**



Login:

User ID:

Password:

Forget your password? Click [here](#)

Click [here](#) to go to back to the main screen.

Two Methods to Apply for Job Vacancies:

Method 1: Complete/Update the Transfer Application

Once you have registered with the online application system or Employee WorkSpace (please see previous section **New Registrant**), you may follow these steps to complete or update the Transfer application.

1. Go to the Boise School District web site: www.BoiseSchools.org
2. Click on **Human Resources**

Boise School District - Windows Internet Explorer provided by MSN & Bing.

http://www.boiseschools.org

File Edit View Favorites Tools Help

Convert Select

Boise School District

Boise School District

BSD Intranet Infinite Campus Portal Employee Workspace SubFinder GroupWise Boise School District Home

Supplemental Levy Election
Board of Trustees
Calendars
Community
Counseling
Curriculum
District Information
Educational Programs
E-mail & Phones
Emergencies
Employee Services
Food & Nutrition
Forms
Human Resources
News & Events
Schools
Student & Parent Services
Technology
Transportation & Boundaries

The Boise School District is among just 20 school districts in the country with four or more high schools that placed all of their traditional high schools on *The Washington Post's* list of America's Best
—Jay Mathews, Education Columnist, *The Washington Post*

Welcome to the Boise School District. Here you will find outstanding schools in a district on the leading edge of education. We serve 25,000 students and employ 3,900 people, of whom 1,700 are certified staff. Our purpose statement of *Educating Today for a Better Tomorrow* symbolizes our commitment to provide the finest education possible for every student.

The Boise District website is being revamped and improved. We ask for your patience as we continue the process of giving all pages the same updated look. Thank you for visiting!

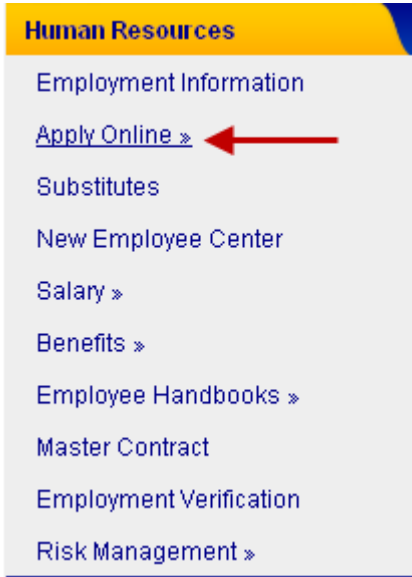
Current Highlights & Events

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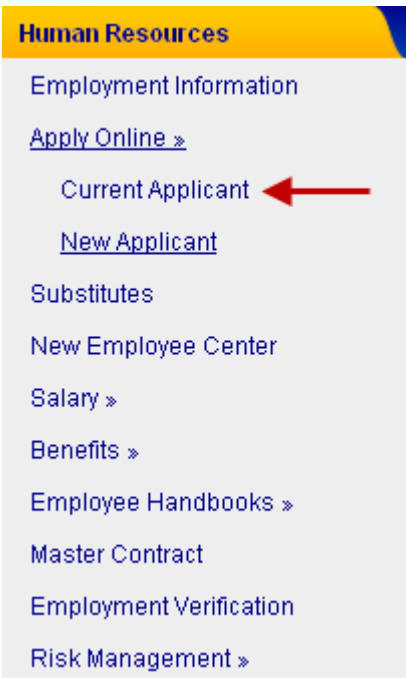
http://www.boiseschools.org/#

Internet 100%

- 3. Click on **Apply Online**



- 4. Click on **Current Applicant**



5. Login using your **User ID** and **Password** that you created

Login:

User ID:

Password:

6. Select the **Transfer** application

Certified
Select this option if you are applying for a teaching position or other positions such as: School Nurse, Library Media Specialist, Psychologist, Social Worker, and substitutes/student teachers who hold a valid certificate or who will hold a valid certificate.

Classified
Select this option if you are applying for a support position (Special Ed Assistant, School Support Assistant, ELL Tutor, Library Facilities and Custodial, Food Service, Occupational Therapist, Physical Therapist, Walk-On Coaches, Student/Intern, Classified degree or higher may be considered for certified substitute positions via the classified application))

Administrative
Select this option if you are applying for a Local School or a Central Office Administrative position. (*Principal, Assistant Principal*)

Transfer ←
Select this option if you are a current Boise School District employee and wish to apply for a transfer to a position in the same position outside your current classification, you will need to submit the appropriate application above.

[Update Registration Information](#)

[Review Application Documents on File](#)

7. Click the **Start/Update Application** button

8. Read the **Instructions** page
9. Complete each section of the Transfer application. Please note: you must click on the **Continue** button at the bottom of each page. Once a section has been completed, it will be indicated by a green check-box .

10. Select a specific position from the **Employment Openings** page by clicking the **Add Job** button.

Transfer for: Test Teacher

- Instructions
- Contact Information
- Current Position
- Education
- Certification
- Language Skills
- Highly Qualified
- Employment Openings
- Supporting Documents
- Save
- Review & Print
- Submit

Employment Openings - In-district

If you are interested in a job outside of your current job classification, you will need to submit the appropriate application rather than using the In-district Application.

Requested Position(s):
Click the 'Add Job' button below to select from available job openings.

Jobs for which you have already applied:

Jobs you are adding: **1**

11. Certified Only: Complete the **Highly Qualified** section of the Transfer Application. Non-certified staff must click the **Continue** button located at the bottom of the **Highly Qualified** page.
12. Submit the application once the all sections have been completed by clicking the **Submit** button

Transfer for: Test Teacher 222-22-2222

- Instructions
- Contact Information
- Current Position
- Education
- Certification
- Language Skills
- Highly Qualified
- Employment Openings
- Supporting Documents
- Save
- Review & Print
- Submit

Submit Application

You have completed all required sections for the online application.

Clicking the button below will initiate our application process.

Your transfer application will be directed to your Area Director and/or Program Supervisor.

2

13. You will see the following screen upon submitting your application:

Submitting Application...please wait

- Initializing
- Validating Data
- Writing Application
- Sending E-Mail

Method 2: Add a Specific Position to an Existing Transfer Application

As jobs become available, you may apply specifically for these positions via the Transfer application. Please note that an active transfer application is **required** to apply for jobs via this method. To add a specific position directly to your existing Transfer application, follow these steps:

1. Navigate to our job postings at <http://jobs1.boiseschools.org/winocular/jobs/>
2. Click **Login**


Independent School District of Boise City

 8169 W. Victory Rd., Boise, ID 83709 208.854.4074

Job Postings

[Login](#)

Click the search button below to perform advanced queries for jobs using categories and job groups

1 Search for a Job Using Advanced Filters

SEARCH

2 Job Categories

ADMINISTRATION (0 OPENINGS)	List ALL OPENINGS in this Category
CERTIFIED (0 OPENINGS)	List ALL OPENINGS in this Category
CERTIFIED APPLICANT POOL(S) (0 OPENINGS)	List ALL OPENINGS in this Category
CLASSIFIED (0 OPENINGS)	List ALL OPENINGS in this Category

3. Enter your **User ID** and **Password** and login

Login:

User ID:


Password:

Click [here](#) if you forgot your user id or password. .

Help Desk: employment@boiseschools.org

4. Navigate to the available jobs by clicking on the **Job Category** in which you are interested
5. Once you have found the job(s) for which you would like to apply, click the **To apply for this job click here** link within the job posting.


[JOB CATEGORIES](#) > [CLASSIFIED POSITION TYPES](#) > [ADMINISTRATIVE/CLERICAL POSITIONS](#)

 [To apply for this job click here.](#)
[Saved Queries](#) [Logout: \(rayray\)](#)

JOB STATUS: OPEN
POSITION TITLE: Custodial Area Manager
POSTING NUMBER: 888-20106A
LOCATION: Facilities & Operations

6. You will then see the following message indicating that you have successfully applied for the job.

[JOB CATEGORIES](#) > [CLASSIFIED POSITION TYPES](#) > [ADMINISTRATIVE/CLERICAL POSITIONS](#)

 You have successfully applied for this job.
[Saved Queries](#) [Logout: \(rayray\)](#)

JOB STATUS: OPEN
POSITION TITLE: Custodial Area Manager
POSTING NUMBER: 888-20106A
LOCATION: Facilities & Operations

7. Repeat these steps for each position for which you would like to apply.

Email Notifications for Open Certified Positions

All active certified District employees are eligible to receive email notifications for open certified positions. To receive notifications, please follow these steps:

1. Go to the Boise School District web site: www.BoiseSchools.org
2. Click on **Human Resources**

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Supplemental Levy Election
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Counseling
Curriculum
District Information
Educational Programs
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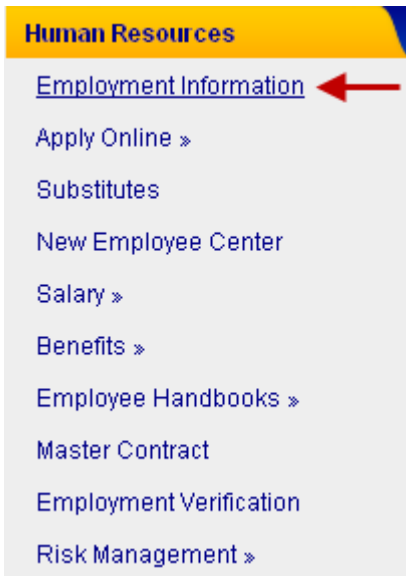
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3. Click on **Employment Information**



4. Click on **How to Apply**



5. Click on link under **In-District Transfer** (see image)
In-District Transfer

- Select this option if you are a current Boise School District employee and wish to apply for an In-District transfer (Student Teachers and Substitutes are not eligible for the Transfer Application).
- [Click here for in-district transfer instructions](#)
- All active In-District certified employees are eligible to receive email notifications for certified open positions. [Click here for information about certified staff email notifications.](#)

