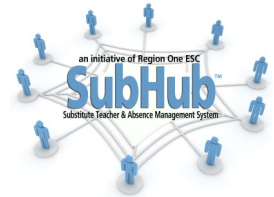


REGION ONE EDUCATION SERVICE CENTER
How to Apply for a Temporary (Substitute) Teacher Position



COMPLETING THE APPLICATION

1. Access www.esc1.net/employment.
2. Click on **ONE*APP** Applicant login .
3. If you are a returning user, enter your Username and Password and click on **LOGIN**, and proceed to **Step 4**. If you are a **NEW** user, click on **CREATE ACCOUNT** and skip to **Step 5**.
4. Update your application or add attachments if needed, and skip to **APPLYING FOR THE JOB** below.
5. Enter the information in the required fields. Select *Professional/Certified* for the application type:

* Applicant Type

Paraprofessional/Auxiliary

Professional/Certified

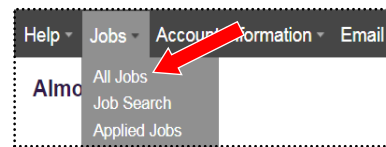
Volunteer
6. Click on **SAVE AND NEXT** .
7. Click on **Accept** to accept **Disclaimer**.
8. Select **My Application** from the tabs at the top.
9. Read **Important Information**, click on **NEXT** , and complete each section if applicable. Make sure to click on **SAVE AND NEXT** after each section to save your information. **Note:** You must fill out all required fields (*) to move on to the next section.
10. In the section titled **“Where do you want to work?”** select *Region One ESC* as you are seeking employment with Region One ESC.

Region One ESC

Note: Selection of districts you wish to substitute at will occur upon employment.
11. **Work Experience/References** should list names and contact information for individuals that have *supervised* your work, including phone numbers and email addresses. **Three (3)** Work Experience/Reference records are required.
12. **Attachments** must include a resume and a copy of an up-to-date high school or college transcript, or GED certificate. Official documents will be required upon employment.
13. When you reach the section **Almost Done**, click on to verify if your application is complete. It is located above the **Important Information** section of the menu.
 - a. If you have successfully completed your application, the following message will display: **Data Entry Requirement Met**. Next, go to **APPLYING FOR THE JOB** below.
 - b. Otherwise, the following message will display: **This application is incomplete**. Items that are pending will be listed. Click on the *blue* link to complete each item and continue to click on until you see **Data Entry Requirement Met** . Next, go to **APPLYING FOR THE JOB** below.

APPLYING FOR THE JOB

1. Click on **Jobs** from the tabs at the top and select **All Jobs** from the menu:
2. Locate the job titled **Temporary (Substitute) Teacher at Region One ESC**:



INTERNAL JOB NUMBER	TITLE	JOB TYPE	DISTRICT	APPLIED	CURRENT STATUS	CLOSING DATE
VIEW/APPLY	Temporary (Substitute) Teacher	Other	Region One ESC	No		

3. Click on **VIEW/APPLY** .
4. Click on **APPLY FOR THIS JOB** .
5. This completes the application process. **Note:** A link for a *digital interview* will be emailed after the closing date.

REGISTERING FOR A WORKSHOP (SUBSTITUTE TEACHER CERTIFICATION ACADEMY)

1. Go to www.esc1.net.
2. Click on **Workshops** on top right.
3. Click on **New User** on top right (create profile).
4. Register for workshop by entering Workshop # or “Substitute Teacher Certification Academy” to search for available trainings.