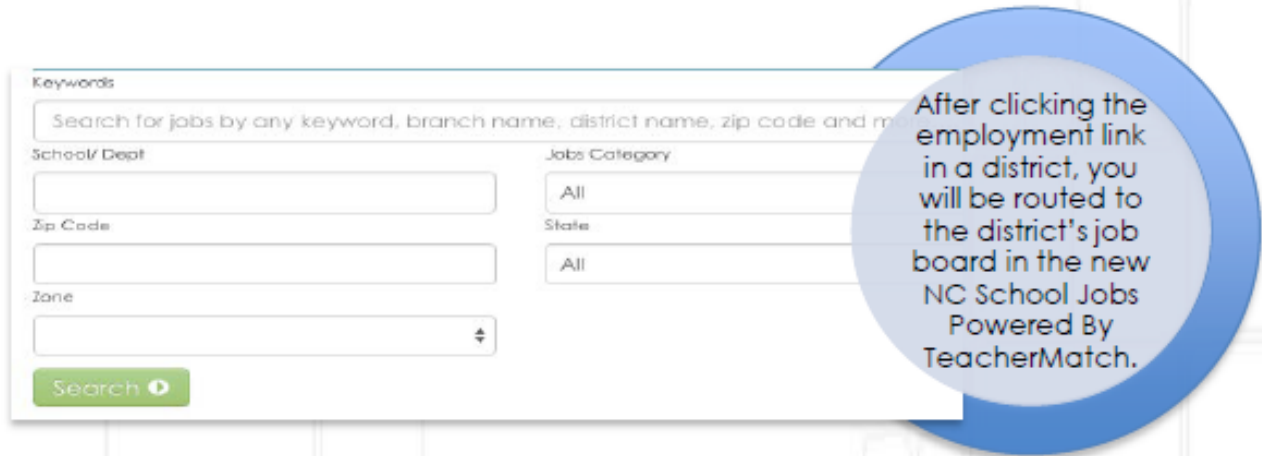


Applying to Positions In Henderson County Schools

<http://www.hendersoncountypublicschoolsnc.org/>

TeacherMatch support 1-855-980-0511 (7:00am - 8:00pm EST)

Please review this guide for assistance in completing applications:



Keywords
Search for jobs by any keyword, branch name, district name, zip code and more


School/ Dept

Zip Code

Zone

Jobs Category
All

State
All

Search 

After clicking the employment link in a district, you will be routed to the district's job board in the new NC School Jobs Powered By TeacherMatch.

Visit the [HCPS Job Board site](#). Click **Search** to view available positions.



Review the list of available positions and identify the position(s) to which you would like to apply.

Address	End Date	Actions/Apply
RALEIGH, North Carolina, 27603	Until filed	
RALEIGH, North Carolina, 27603	Until filed	
RALEIGH, North Carolina, 27603	Until filed	

Click the **Apply** icon (paper and pencil) next to the job in which you are interested in order to begin the application process. Then click the green **Apply** button to enter the application.

Apply 

Sign In

In order to continue with the application process, please login to your

Email

Password

Remember me [Forgot Password?](#)

If you don't have an login, please sign-up here: [Sign Up](#)

[Login](#)

Next is the Cover Letter, which may be optional or required for the position. After clicking Continue, if you are not logged in, you will be asked to login or sign up.

Complete the **Cover Letter** screen, click **Continue**, then **Login** to your TeacherMatch account or **Sign Up** to create an account for the first time.

When you log in for the 1st time, select preferences then click "Save Preferences" at the bottom of the screen. You will then be routed to the application.

Required Application Items for NCDPI

All applicants are required to provide the following information. If you have already provided this information previously or continue by clicking on "Save and Continue" button below. However if this information has changed, then please update "Continue".

Personal Information

Solution

First Name*

Middle Name

Last Name*

Required Fields

Select **Preferences**, then complete **Application Requirements**, which are indicated by a red asterisk.

SSN is optional but submitting may auto-populate North Carolina licensure, education, and other key information.

Honors

Honors

No record found.

Award

[Save Section](#) [Cancel](#)

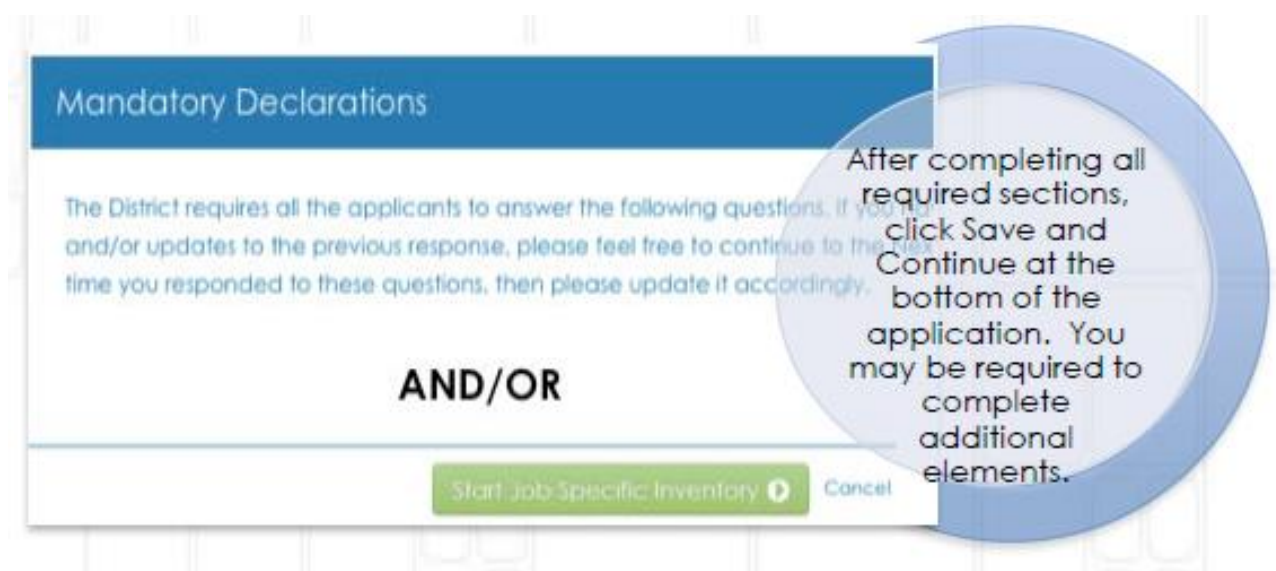
The application is organized by sections, such as Academics, Employment History, etc., which may be required, depending on the position.

Add info to sections by clicking the **+Add** on the right hand side then

clicking **Save Section**. Populate fields by typing and then selecting best fit from the list, if presented. Complete the overall application by clicking **Save & Continue** at the bottom of the application.



Review list of **Missing Application Requirements**, if presented. Click **OK** to return to the application and resolve.



You may be prompted to complete **Mandatory Declarations** and/or a **Job Specific Inventory** questions as part of the process, depending on the position.

Note: The Job Specific Inventory questions must be completed in one sitting.

Additional Tips & Information

- You will receive an email after completing an application.
- There are four categories of positions (Licensed, Classified, Bus Driver, and

Substitute) and each may require different information.

- Please click “Test your setup” on the TeacherMatch Sign In screen to understand which internet browsers are supported. Contact support if you have difficulty.
- If you forget your password, click on “Forgot Password” to receive a reset email from noreply@teachermatch.net.
- If you cannot reset your password or need technical assistance, please call TeacherMatch support at 1-855-980-0511 (7:00am - 8:00pm EST).