

## **Creating an Application with Monroe 2-Orleans BOCES for the Teacher Immersion Fellows Program**

1. Click on the posting link and click on My Application or go to <https://monroe2boces.recruitfront.com/JobOpportunities> and click on Register to create an account. (If you already have an account, log in and go on to step 2).
2. Once you have an account, click on My Application.
3. You will be asked to choose the type of application to create. Please choose Teacher/Admin.
4. Complete each section, to the best of your ability, leaving things blank if they are not applicable, and click Save and Continue to move to the next page.
5. On the first page, you will be asked to indicate the type of position you are applying for. Under Teacher/Admin/Teaching Asst., select Teacher. Do not select anything under Licenses unless you hold one of the licenses listed. Under Status, select Per Diem Substitute.
6. On the second page, you will be asked to list any teaching certifications you currently hold. If you are not currently certified, you can leave this section blank. You will need to respond yes or no to whether you have a TEACH account.
7. On the third page, you will be asked to enter information regarding your education. Please complete as much as possible, including your current schooling (you can enter your estimated date of graduation for "attended to").
8. On the fourth page, you will be asked to enter your past work experience. In the first section you will be asked to enter the number of years you have worked, if any, in public and/or private education. In the next section you can enter any work experience you have (teaching related or not).
9. On the fifth page, you will be asked to enter information regarding your student teaching experience. If you have not completed your student teaching yet, you can leave this section blank.

10. On the sixth page, you will be asked to give information about any extracurricular activities you have experience with. For the purpose of this application, you do not need to complete this section.
11. On the seventh page, you will be asked to indicate whether or not you have military experience. You must choose yes or no before moving on.
12. On the eighth page, you will be asked to list at least three references. Please be sure to include full names (first and last), phone numbers, and email addresses.
13. On the ninth page, you will be asked to share if you have been awarded tenure in a NYS public school. You will need to indicate yes or no before moving on.
14. On the tenth page, you will be asked if you have any law violations. You will need to indicate yes or no before moving on.
15. On the eleventh page, you will have the opportunity to upload and attach files to your application. This is where you should attach your resume (required) and any other items (cover letter, transcripts, certifications, letters of reference) you would like to share.
16. On the twelfth page, you will be asked to write a short statement sharing why you are applying for this position.
17. On the final page, you will be asked to click any districts that you would like to view your application. You must click Monroe 2-Orleans BOCES in order for the coordinator of the TIF Program to be able to view your application. Selecting any other districts will also enable them to view your application. When you feel your application is complete click on SUBMIT APPLICATION.
  - a. PLEASE NOTE: by selecting districts you are not actually applying to positions within those districts. To do so, you must apply directly to a position after you have saved/submitted your application.
18. Finally, to apply to the TIF Program, you will need to go back to the posting, and click on the green Apply Now button at the bottom of the screen.

If you have any questions or run into any issues, please contact Kara Reidy-Vedder, TIF Program Coordinator, [kvedder@monroe2boces.org](mailto:kvedder@monroe2boces.org) or 585-617-2760