

Instructions for Correcting Your Application Type

2/20/2024

Navigate to
basdschools.org/employment.

Click "Continue or modify my application for employment".



[Our District](#) ▾ [For Families](#) ▾ [For Students](#) ▾ [For Staff](#) [For Community](#) ▾ [Our Schools](#) ▾

[Home](#) > [Our District](#) > [Employment](#) > [Home](#)

Employment Opportunities

Welcome and thank you for your interest in employment with the Bethlehem Area School District. As the sixth largest school district in the state of Pennsylvania, serving over 13,000 students in 22 schools, BASD employs over 2,200 professional and support staff from 99 different surrounding cities and towns. Consider joining our team and contributing to the success of our students as we are #BuildingBethlehem.

Bethlehem Area School District uses the Frontline Applicant Tracking System to manage the job vacancy and application processes for all positions. "Internal Applicants" refers to current BASD employees (not substitutes) applying for a position *within their same seniority category*.

- [View our open positions](#)
- [Start an application for employment](#)
- [Continue or modify my application for employment](#)

Third Party Employment Opportunities

Interested in being a Day-to-Day Substitute Teacher for BASD?

[Click here to apply with STS Substitute Teacher Service, Inc.](#)



Interested in working in our cafeterias?

[Click here to apply with Aramark](#)

Log in to your account.

Bethlehem Area School District - Employment Application

[Home](#) [Employment Application](#) [Login to Existing Application](#)

Log in below.

Enter your email address and password.

Email Address:

Password: [Forgot Password](#)

[Cancel](#)

[Log in](#)

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 Frontline Applicant Tracking System, you may import most of your data to Bethlehem Area School District.

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Click “EDIT” edit your materials”.

Bethlehem Area School District - Employment Application

Home Employment Application Jones, Amy Log Off

Welcome, Amy Jones!

Your Application was submitted on 2/20/2024 11:05:00 AM Eastern Standard Time.

Your submission history is below.

Submission History	Date Submitted
Human Resources • JobID: 570 - Human Resources Specialist	
Clerical • 0-3 Secretary/Clerk - 12 months	2/20/2024 11:04:38 AM
Custodial / Maintenance • Substitute Custodian	
Transportation • JobID: 508 - Bus Driver	
Clerical • 0-3 Secretary/Clerk - 12 months	1/5/2024 10:50:34 AM

Activities for you:

EDIT
edit your materials

IMPORT
from another account

PRINT
print your materials

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At the top, be sure you are on the “Employment Application” tab.

In the left side panel, click on item #2, Current Employment Status.

Change your status to “No, I am not currently an employee of Bethlehem Area School District”

Click “Finish and Submit”.

Bethlehem Area School District - Employment Application

Home Employment Application Jones, Amy Log Off

Navigation:

1. Personal Information
- 2. Current Employment Status**
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. PA Standard Educational Background
7. Education
8. Education (cont.)
9. Internal Bid
10. Experience
11. References
12. Other Qualifications
13. Statement [Non-Certified]
14. Language Skills
15. Supplemental Materials [Non-Certified]
16. Legal Information
17. Confirmation

Please enter all required information.

Are you currently an employee of Bethlehem Area School District?

☐ No, I am not currently an employee of Bethlehem Area School District

☒ Yes, I am currently an employee of Bethlehem Area School District

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 Bethlehem Area School District.

Applicant Tracking
Formerly ApplyTrack Recruit & Fill

Save as Draft Finish and Submit

Prev Page Next Page

Click Submit Application

Bethlehem Area School District - Employment Application

Home Employment Application Jones, Amy - Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
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7. Education
8. Education (cont.)
9. Experience
10. References
11. Other Qualifications
12. Statement [Non-Certified]
13. Language Skills
14. Supplemental Materials [Non-Certified]
15. Legal Information
16. Referral Source
17. EEO Form
18. Confirmation

Your Application is ready to be updated.

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 Bethlehem Area School District 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

Applicant Tracking [Save as Draft](#) [Finish and Submit](#) [Prev Page](#) [Next Page](#)

You will get a pop-up window asking if you are sure you want to submit your application. Click OK.

applitrack.com/basdschools/onlineapp/_application.aspx?r=0.4533197

MY FRONTLINE SIG... Employment Postings

www.applitrack.com says
Are you sure you want to submit your application?

OK Cancel

Bethlehem Area School District - Employment Application

Home Employment Application Jones, Amy - Log Off

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Submit Application

Applicant Tracking [Save as Draft](#) [Finish and Submit](#) [Prev Page](#) [Next Page](#)

You will see a new screen titled "Finished!" confirming your application was submitted, followed by a confirmation email. At this point, you may click "Close and Log Off" at the bottom of the screen.

Bethlehem Area School District - Employment Application

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Finished!

✓

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

Note: The email is sent from mailbot@appltrack.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 Bethlehem Area School District, at 2/20/2024 1:02:25 PM Central Time. Please review the messages and summary below.

Custodial / Maintenance and Transportation

Thank you for your interest in Bethlehem Area School District.

Upon review of your application, you will be contacted by email if selected for an interview.

Sincerely,

Human Resources Department

Clerical and Human Resources

Thank you for your interest in Bethlehem Area School District.

Upon review of your application, you will be contacted by email if selected for an interview.

Sincerely,

Human Resources Department

Summary of Employment Desired

Your Current Vacancies:

Human Resources

- JobID: 570 - Human Resources Specialist

Transportation

- JobID: 508 - Bus Driver

Your Current Positions:

Clerical

- 0-3 Secretary/Clerk - 12 months

Custodial / Maintenance

- Substitute Custodian

Print this page for later reference

Print your completed Application

Close And Log Off

Applicant Tracking

Connect to ApplTrack Internet & Fire

Save as Draft

Finish and Submit

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