

Directions for Applying to Anne Arundel County Public Schools

1. Go to <https://aacps.tedk12.com/hire/index.aspx>.
2. Review all job listings. To search for a particular listing, type any part of the job title or location into the search bar.

Job Listings

Search

Type any part of the Job Title, Job Type, or Job Location to Search

3. Once you locate a listing in which you are interested, click “Apply” to the right of the listing.

Teacher-Social Studies 12/15/2016 Certificated Annapolis Middle School **Apply**

4. Review the job description and click “Apply for this Position” to the right to proceed to the application.

Apply Now

Apply for this Position

Applications will be accepted beginning
Thursday, December 15, 2016 12:00 AM
(Eastern Standard Time)

5. Three options will be presented on the next screen. Select the option appropriate to you:
 - a. *“I am a new applicant”* – You have not used the Recruit & Hire application system before with any school system.
 - b. *“I already have a Recruit & Hire account with Anne Arundel County Public Schools”* – You previously created a Recruit & Hire profile with AACPS (after February 1, 2017).
 - c. *“I want to transfer my account”* – You previously created a Recruit & Hire profile with another school system.

Continue if you are new applicant – If you have previously created a Recruit & Hire profile, log in using your username and password under the appropriate option listed above and skip to step 8.

6. Click “Create New Account and Apply.”

I am a new applicant.

Apply now using our online job application system.

Once you've created an account and submitted an application, you will be able to return to your account at any time to check your application status, interview schedules, locations and more.

When you have completed your application, you will be given a confirmation number. Please keep this in a safe place for future reference if you have questions about your application.

Create New Account and Apply

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7. Complete your Profile Information. This will establish your login information moving forward. Once complete, click "Save."

Profile Information

Fields marked with an asterisk (*) are required.

First Name *

Last Name *

Username *

Password *

Confirm Password *

Email

Confirm Email

Security Question *

Security Answer *

8. Complete the entire application by clicking "Save and Continue" at the bottom of each page. Please note that any field in the application with a red asterisk (*) is required to complete the application.

9. At the end of the application, review the entered information and click "Save and Submit."

10. Once the application is submitted, you will see a message confirming successful submission and will receive a confirmation e-mail sent to the email address associated with your profile.

Your Application was Received

Your Application was Received

Dear Applicant,

This e-mail confirms that your application has been received. Below you will find a summary of your application. You may check the status of your application at any time by visiting the careers web site.

Applicant Name: Kristopher Effler
Posting Name: Teacher-Social Studies
Posting ID: 38
Application Date: 1/9/2017 10:13 AM
Job Type: Certificated

[Anne Arundel County Public Schools](#)

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Questions/Concerns: Contact Jane Mendez at 410-222-5076 or Christine Brown at 410-266-3639.