Applying to Positions In *Orange County Schools*

Please review this guide for assistance in completing applications:

Visit the website of the district of interest and access the Employment section of the site. Click Search to view available positions.

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.

Click the Apply icon to begin the application process, then click the green Apply button to enter the application.

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 filled	
RALEIGH, North Carolina, 27603	Until filled	
RALEIGH, North Carolina, 27603	Until filled	

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

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.

Sign In

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

Email
Enter your Email

Password
Enter your password   Login ▶

☐ Remember me   • Forgot Password?

If you don't have a login, please sign-up here   Sign up ▶

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.

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 a continue by clicking on "Save and Continue" button below. However if this information has changed, then please update continue".

Personal Information   Required Fields

Salutation ?	First Name*	Middle Name	Last Name*
⬍	NCDPI		NewTest

Honors

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.

Honors | + Add Honors or A

Honors	Act
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.

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

If any required application elements are missing, a listing will be shown after clicking Save & Continue. Clicking OK will take you back to the application to add info.

TeacherMatch   X

- Please provide Phone Number
- Please provide Address
- Please provide Employment History

Address

- Please enter Zip Code

Ok

Mandatory Declarations

After completing all required sections, click Save and Continue at the bottom of the application. You may be required to complete additional elements.

The District requires all the applicants to answer the following questi
and/or updates to the previous response, please feel free to conti
time you responded to these questions, then please update it ac

AND/OR

Start Job Specific Inventory   Cancel

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, 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).