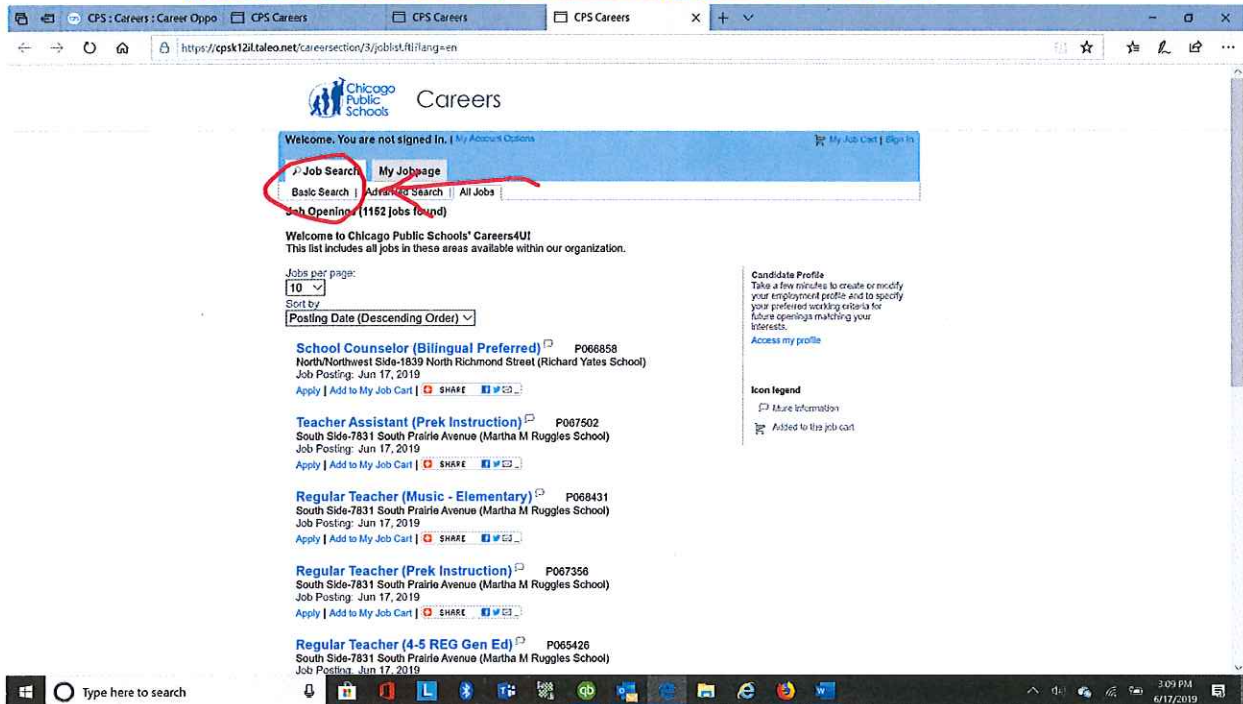
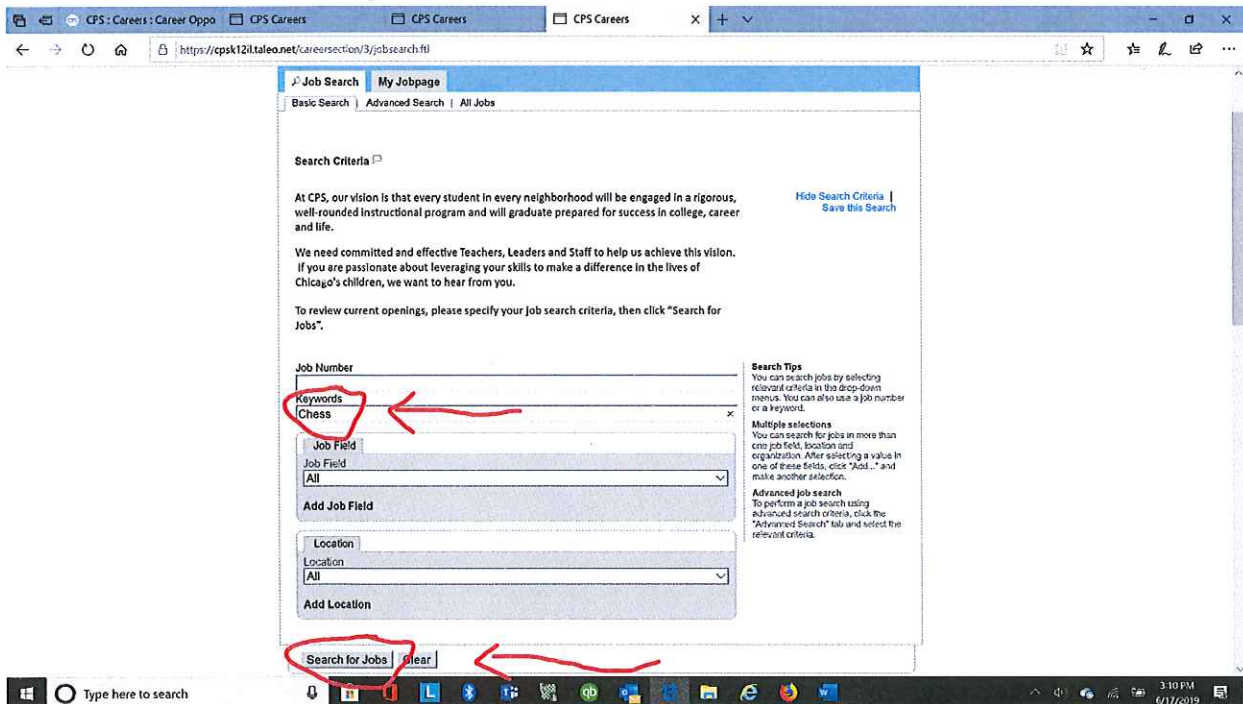


# Step by Step Guide to the CPS Chess Coaches Miscellaneous Employee Application Process

1. Go to: <https://cpsk12il.taleo.net/careersection/3/joblist.ftl?lang=en> and select Basic Search



2. Enter CHES in the Keyword the click on the Search for Jobs button.



### 3. Click on the blue Part Time Seasonal-Academic Chess Coach

The screenshot shows a web browser window with the URL <https://cpsk12il.taleo.net/careersection/3/jobsearch.ftl>. The page has tabs for 'Job Search' and 'My Jobpage'. Under 'Job Search', there are options for 'Basic Search', 'Advanced Search', and 'All Jobs'. A 'Search Criteria' section contains a message from CPS: 'At CPS, our vision is that every student in every neighborhood will be engaged in a rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. We need committed and effective Teachers, Leaders and Staff to help us achieve this vision. If you are passionate about leveraging your skills to make a difference in the lives of Chicago's children, we want to hear from you. To review current openings, please specify your Job search criteria, then click "Search for Jobs".' Below this are 'Show Criteria' and 'Clear' buttons. The 'Search Results (1 Job found)' section shows 'Results per page' set to 10 and 'Sort by' set to 'Relevance (Descending Order)'. The job listing for 'Part Time Seasonal - Academic Chess Coach' is circled in red. It includes the job number '1700045N', the location 'Central-42 West Madison Street (Student Support and Engagement)', and the posting date 'Oct 2, 2017'. A red arrow points to the job number. To the right of the job listing is a 'Candidate Profile' section with an 'Access my profile' link. At the bottom of the job listing are buttons for 'Apply', 'Add to My Job Cart', 'SHARE', and social media icons. The page footer shows 'Jobs - Page 1 out of 1 Previous | 1 | Next'.

### 4. Click on the Apply Online Button

The screenshot shows a web browser window with the URL <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>. The page has tabs for 'Job Search' and 'My Jobpage'. Under 'Job Search', there are options for 'Basic Search', 'Advanced Search', and 'All Jobs'. A 'Welcome, You are not signed in.' message is at the top. The job title 'Part Time Seasonal - Academic Chess Coach (Job Number: 1700045N)' is displayed in orange. Below the title is a 'Description' section with the following text: 'Temporary Part Time Seasonal Roles The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions. Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators. These may include, but are not limited to \* Office Support \* Duties related to opening and closing out the school day. \* Data entry, filing, answering phones and other various clerical duties \* Duties associated with supporting overall school operations'. Below the description is a 'Physical Requirements' section: 'Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.' At the bottom of the page are buttons for 'Apply Online', 'Add to My Job Cart', 'SHARE', and social media icons. The page footer shows 'Job 1 out of 1 Previous | 1 | Next'.

## 5. Click on the New User Tab or enter your User Name and Passwrd

Chicago Public Schools Careers

Welcome. You are not signed in.

Job Search

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

User Name  
Password

Forgot your user name?  
Forgot your password?

Login | New User

or Sign in with:  
YRCO

©2014 Chicago Public Schools | 42 W. Madison St., Chicago, IL 60602

## 5A. Click on the I Accept Button If you're a new user

Chicago Public Schools Careers

Welcome. You are not signed in.

Job Search

Printable Format

Privacy Agreement

Submitting the online application indicates my consent for the hiring authorities to contact previous employers, educational institutions, the Illinois State Board of Education, and other agencies as related to my education and employment. Any information or documentation submitted as part of this application found to be fraudulent may affect my employment status with the Chicago Public Schools (CPS).

The information we obtain in relation to your application may be used by CPS to consider your suitability for employment and for general statistical analysis and reporting purposes, including candidate activity and demographic reports. CPS will collect, process, and protect your personal information in compliance with applicable data protection laws.

You are responsible for ensuring that the information you submit is accurate and up to date. By clicking the "Submit" button on any of the job application pages and submitting your information, you agree that CPS may use third parties to verify your information. You give us permission to contact you to request further information, which you may or may not provide, as you wish.

If applicable, Answers to Open Response Questions and TeacherFit Inventory results will be valid for 18 months and will be kept on file with your record.

CPS has taken measures to ensure all data is protected on secure servers using CPS' high standards. CPS will protect your personal data at all times in compliance with data protection laws and regulations, as applicable. Where required, your information may be disclosed to law enforcement, regulatory or other government agencies, or third parties when necessary to comply with legal or regulatory obligations or requests. Otherwise, your information will be shared with third parties only for purposes related to considering your suitability for employment or for providing statistical analysis and reporting.

I Accept | Decline

©2014 Chicago Public Schools | 42 W. Madison St., Chicago, IL 60602



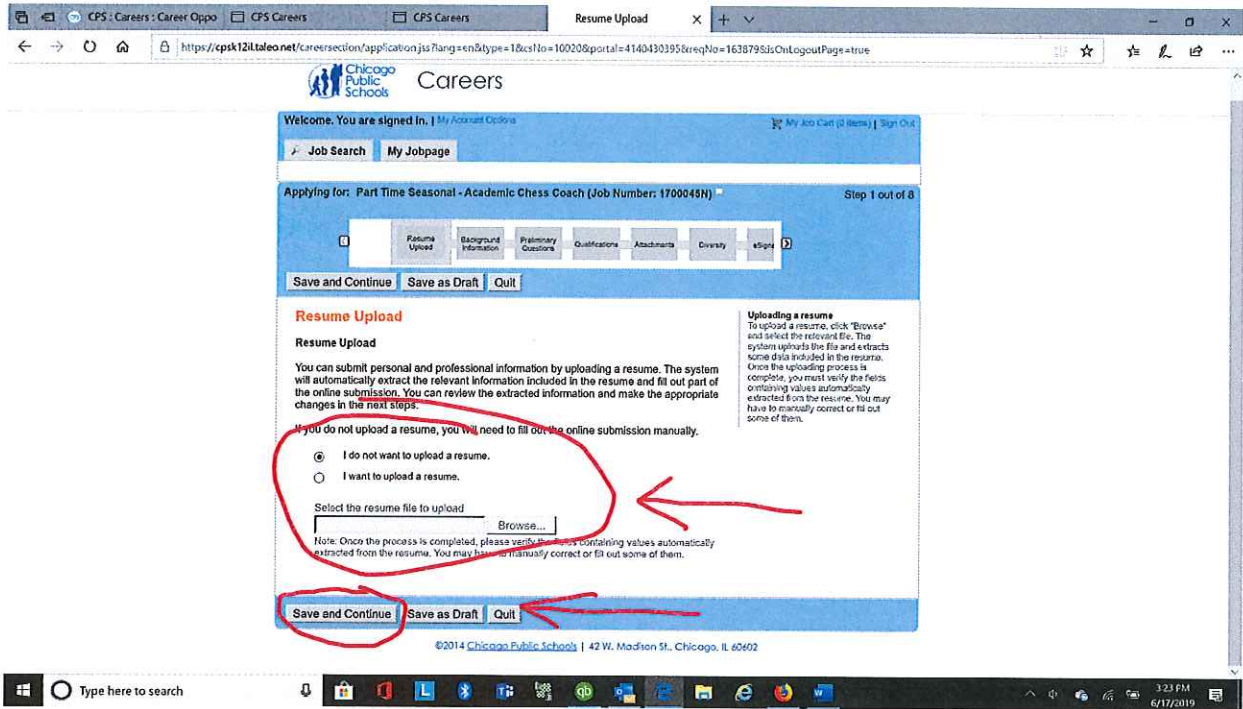
## 5B. Answer the questions and click on the Register Button

The screenshot shows a web browser window with the URL <https://cpsk12il.taleo.net/careersection/careersection/privacyagreement/statementBeforeAuthentication.jsf>. The page header includes the Chicago Public Schools logo and the word "Careers". A blue banner at the top says "Welcome. You are not signed in." with a "Sign In" link. Below this is a "Job Search" input field. The main content area is titled "New User Registration" and includes the instruction: "Please take a few moments to register. You will need this information to access your account in the future." A note states "Mandatory fields are marked with an asterisk." The registration form contains the following fields: "User Name", "Password", "Re-enter Password", "Email Address", and "Re-enter Email Address". At the bottom of the form are "Register" and "Cancel" buttons. The "Register" button is circled in red, and a red arrow points to it from the right. A blue "OK" button is visible to the right of the form. The footer of the page reads "©2014 Chicago Public Schools | 42 W. Madison St., Chicago, IL 60602".

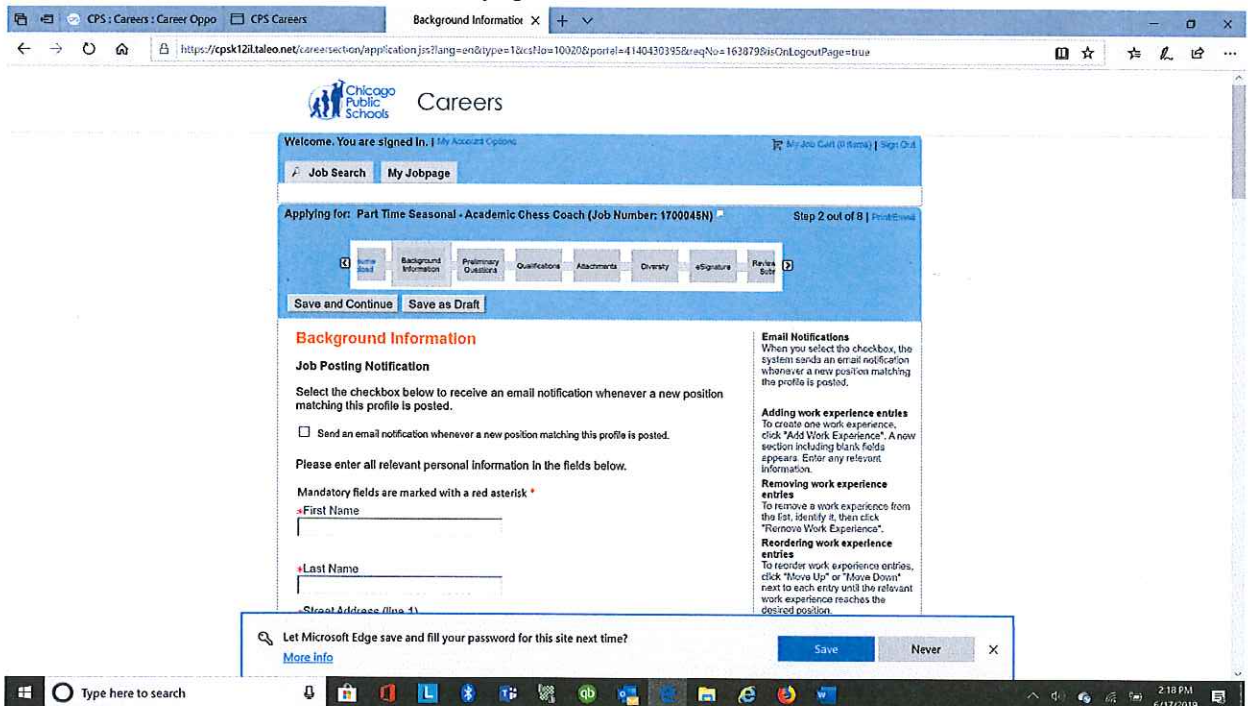
## 5C. Click on the OK Button

The screenshot shows the same web browser window, but the URL is now <https://cpsk12il.taleo.net/careersection/fam/accessmanagement/register.jsf>. The page header and "Welcome" banner are the same. The main content area is titled "Registration Confirmation" and states: "An account has been created for you in the system." Below this message are "OK" and "Sign Out" buttons. The "OK" button is highlighted with a blue border. The footer of the page remains the same. A Microsoft Edge notification bar is visible at the bottom of the browser window, asking "Let Microsoft Edge save and fill your password for this site next time?" with "Save" and "Never" buttons.

6. Either select I do not want to upload a resume or I want to upload a resume If you are uploading a resume select the browse button to locate it. Then select the Save and Continue button.



7. Answer the questions. For CPS Employment status select external candidate if you have never been a CPS employee before. You will need to include Work Experience 1 and Education 1 to be able to advance to the next page.



CPS: Careers : Career Oppo | CPS Careers | Error - Background Info

https://cpsk12it.taleo.net/careersection/careersection/candidateacquisition/flow.jpf

**For Education Roles Only**

**CPS Employment Status**

- Not Specified
- Current CPS Employee
- Former CPS Employee
- External Applicant

If Former CPS Employee please provide most recent employment end date with us  
[Not Specified](#)

List the work experiences below, starting with the most relevant one. You must specify 1 work experience entry.

**Work Experience 1**

Current Job

Employer:  Job Function:   
[Select](#) [Select](#)

Department or School:

Start Date:

Please check here to grant CPS permission to contact the supervisor. You will be notified prior to CPS initiating contact.

Supervisor's Name:  Supervisor's Phone:   
 Supervisor's Email Address:  You will be notified prior to CPS initiating contact.

© 2014 Chicago Public Schools | 42 W. Madison St., Chicago, IL 60602

**8. For the Source Tracking question select CPS Referral and CPS Employee**

CPS: Careers : Career Oppo | CPS Careers | Background Information

https://cpsk12it.taleo.net/careersection/application.jspx?lang=en&type=1&csNo=10020&portal=4140430395&reqNo=163879&isOnLogoutPage=true

**Education 1**

Education Institution:  Program:   
[Select](#) [Select](#)

Education Level:

Other Institution Location:  out of

GPA:

Graduation Date:

[Remove Education](#)

[Add Education](#)

**Source Tracking**

Please indicate how you heard about this job.

\* Source Type:

\* CPS Referral:

[Save and Continue](#) [Save as Draft](#)

© 2014 Chicago Public Schools | 42 W. Madison St., Chicago, IL 60602



## 9. Click on the Save and Continue button

Education 1

Education Institution  Program

[Select](#) [Select](#)

Education Level

Other Institution Location

GPA  out of

Graduation Date

[Remove Education](#)

[Add Education](#)

Source Tracking

Please indicate how you heard about this job.

\* Source Type

\* CPS Referral

[Save and Continue](#) [Save as Draft](#)

©2014 Chicago Public Schools | 42 W. Madison St., Chicago, IL 60602

## 10. Answer Yes or No for having worked for CPS in the last 90 days. Then click on the Save and Continue button.

Applying for: Part Time Seasonal - Academic Chess Coach (Job Number: 1700048N) Step 2 out of 7 | [Print Final](#)

[Background Information](#) [Preliminary Questions](#) [Qualifications](#) [Attachments](#) [Diversity](#) [Signature](#) [Review and Submit](#)

[Save and Continue](#) [Save as Draft](#)

**Preliminary Questions**

The existence of a criminal record does not automatically disqualify you for employment consideration, unless it is a conviction for an enumerated crime. (Please click [here](#) for a listing of enumerated crimes.) However, it is important that the Board know your complete criminal history to properly evaluate your application. You must disclose it in full. Failure to disclose each conviction may result in disqualification of your application or termination of employment.

Convictions include all felony or misdemeanor convictions, whether by pleas of guilty, nolo contendere or no contest or after bench or jury trial. Convictions that result in sentences of probation, conditional discharge or imprisonment must be reported. Convictions of driving while intoxicated or under the influence (DUI), and driving on a revoked or suspended license must be reported. But, convictions that resulted in sentences of supervision in Illinois or traffic offenses other than DUI or driving on a revoked or suspended license should not be reported (i.e. speeding tickets, running a red light or stop sign, driving without insurance, etc.). Finally, you are not obligated to disclose sealed or expunged records of conviction or arrest.

As a condition of employment with the Chicago Public Schools (CPS), an employee must be an actual resident of the City of Chicago within six months of the date of his/her employment with the CPS, unless he/she applies for a Special Needs Waiver within 31 calendar days of the hire date and the Board grants the waiver.

Click to view the [CPS Residency Policy, 09-0325-RS4](#).

\* 1. Have you worked for CPS within the last 90 days?

Yes

No

[Save and Continue](#) [Save as Draft](#)

©2014 Chicago Public Schools | 42 W. Madison St., Chicago, IL 60602

## 11. You do not need to add any attachments, so click on the Save and Continue button.

Applying for: Part Time Seasonal - Academic Chess Coach (Job Number: 1700045N) Step 3 out of 6 | [Print Email](#)

Background Information Preliminary Questions Attachments Diversity eSignature Review and Submit

Save and Continue Save as Draft

### Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach  Browse...

Comments about the file

Attach

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
No files are attached.					

©2014 Chicago Public Schools | 42 W. Madison St., Chicago, IL 60602

## 12. Select answers to the Diversity questions. Then click on the Save and Continue button.

Applying for: Part Time Seasonal - Academic Chess Coach (Job Number: 1700045N) Step 4 out of 6 | [Print Email](#)

Background Information Preliminary Questions Attachments Diversity eSignature Review and Submit

Save and Continue Save as Draft

### Diversity

Please provide the information requested in the fields below regarding diversity.

Continuation of the Chicago Public Schools, and continuation of the State of Illinois, and applicable federal, state, or local laws or ordinances, including but not limited to discrimination on the basis of race, color, sex, gender identity/expression, age, religion, disability, national origin, or sexual orientation or maintaining facially neutral policies, practices, or requirements that have a negative effect on employment opportunities of protected groups without a legitimate nondiscriminatory reason. You are not required to report your demographic information. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

Equally, the Americans with Disabilities Act requires equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications. No qualified person with a disability during the application process will be discriminated against by reason of the disability in any term or condition of employment, so long as the person can perform the essential functions of the job in question, with or without accommodation, nor shall they be excluded from participation in or be denied the benefits of Board services, programs, and activities. Individuals with questions or concerns may contact the Equal Opportunity Compliance Office of the Chicago Public Schools, 125 South Clark Street, Chicago, IL 60603; phone: (773) 553-1195 or TTY (773) 553-2699.

\*1. Ethnicity

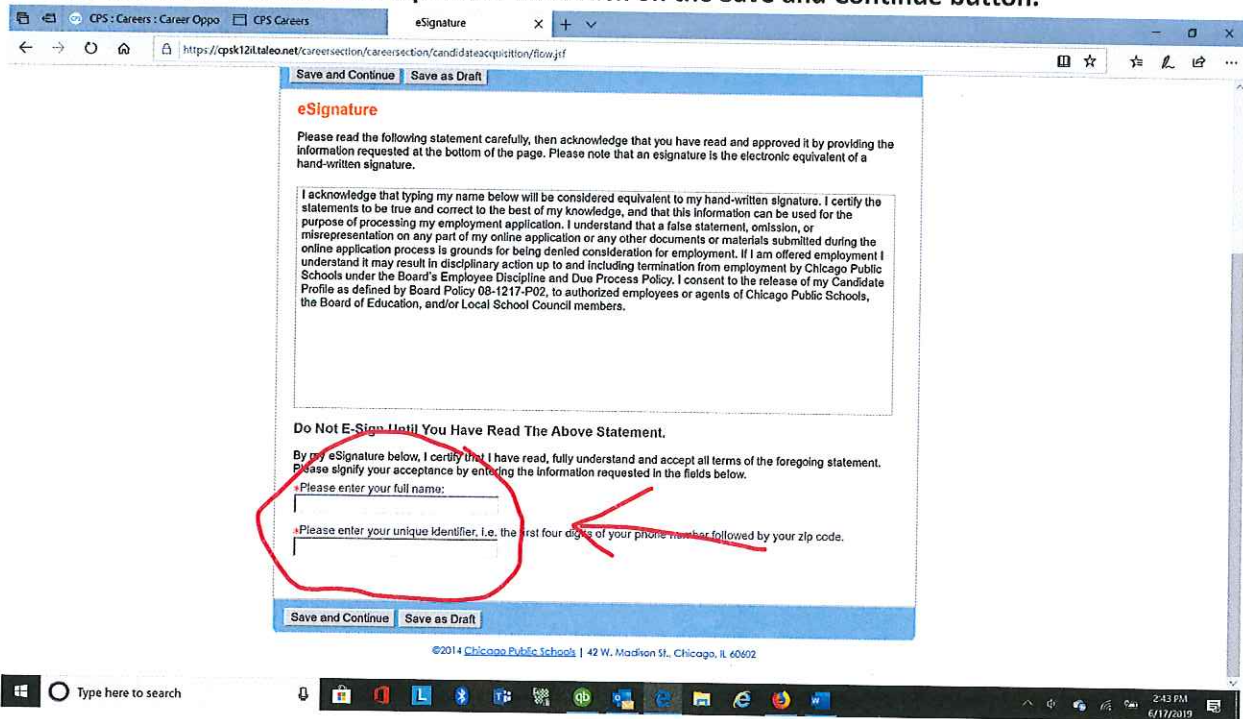
\*2. Race

\*3. Gender

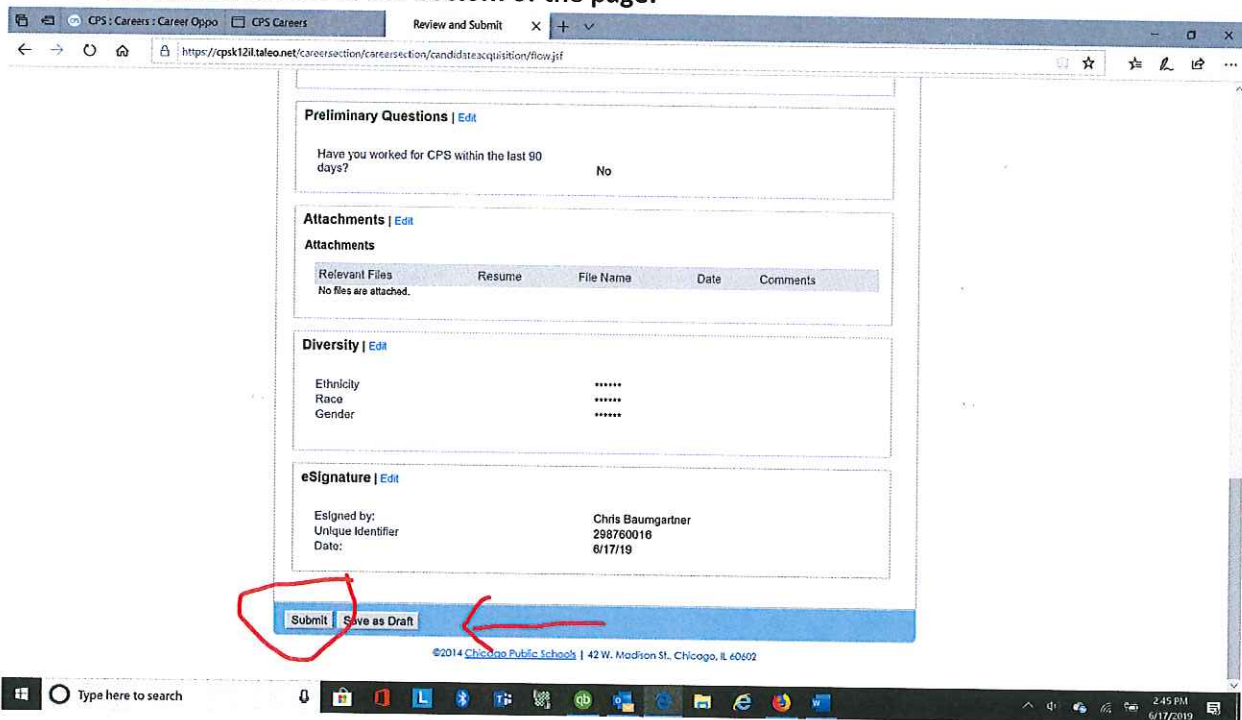
©2014 Chicago Public Schools | 42 W. Madison St., Chicago, IL 60602



**13. Enter the information requested Then click on the Save and Continue button.**



**14. Review your answers. Select Edit to make changes. Once your application is complete select the Submit button at the bottom of the page.**



You will receive an email confirmation that your application has been submitted. Once CPS approves of your application you will receive an approval email. You will need to log back into the CPS system so you can complete the additional questions/steps. Once these steps are completed, you will have to

**print the forms needed to complete the fingerprint background check, drug test, and TB Test. This all need to be completed within 90 days after the approval email was sent out.**



**WWW.CPSCHESS.COM**

**THIS WEBSITE IS USED FOR:**

- ACCESS CPS CHESS RULES, REGULATIONS, AND PROCEDURES
  - ATTENDANCE TRACKING
  - ONLINE PLAY THROUGH INTERNET CHESS CLUB
  - REGISTER STUDENTS FOR TOURNAMENTS
- **STEP-BY-STEP GUIDES ON HOW TO COMPLETE THESE TASKS ARE ON THE WEBSITE**

**DOWNLOAD THE JUMBULA APP TO TAKE ATTENDANCE DIRECTLY FROM YOUR PHONE,**

**AS WELL AS HAVE EASIER ACCESS TO OTHER THINGS ON THE WEBSITE.**

**IF YOU HAVE ANY QUESTIONS ABOUT RULES OR PROCEDURES, PLEASE CHECK THE WEBSITE**