Portal to Access Web-based Services
"Get your PAWS on District Data"

DISTRICT USER

GUIDE TO

BEACON Dashboard & BEACON

UPDATED 10/2011

SECTION 1

A Guide to Screens in

BEACON Dashboard

BEACON Dashboard Log-In Screen

The district user side of the online job center is called

BEACON Dashboard

When the connect/login screen pops up, use your current AS400/Crosspointe sign-ins to open the program.

Save the website to your favorites and/or create an icon on your desktop

As your AS400 password changes, so will the password for BEACON Dashboard

You will log in a second time to BEACON Dashboard just as you do in the AS400/Crosspointe

BEACON Dashboard

Message Area

Profile Options

Open BEACON Job Center to see and use your options

DEPARTMENT SECRETARIES
If you are responsible for more than one
← department - please use your dropdown to choose
the department that you wish to work in

BEACON Dashboard Profile Options Explained

BEACON Job Center

Profile Options

Listings - Inquire

> Applicant Listings

> Applicant Search

Job Posting - Entry (school adm)

> Job Openings

> Send Message

> Archive Job Posting List
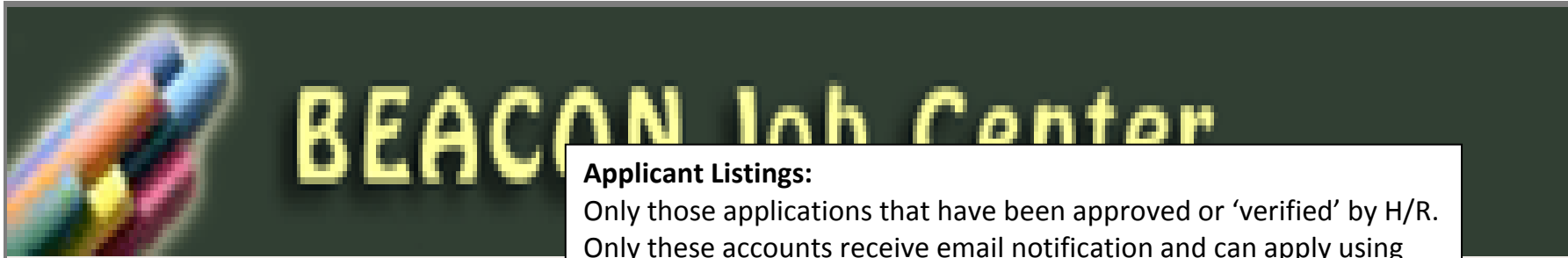
Applicant Listings:
Only those applications that have been approved or 'verified' by H/R.
Only these accounts receive email notification and can apply using their BEACON account.

Applicant Search:
All applications whether complete or incomplete can be located through this search.
C-Complete   P-Pending   I-Incomplete (we are unable to view these)

Send Messages:
Send messages to applicant from here - remember to put your return email address in the body of the message and check your spelling!

Archive Job Posting Listing
Completed job postings - History file
Only H/R can archive a posting.
Once the job is archived, you can no longer view the job pool

Job Openings for your school or department
This is also where you will begin your Job Advertisement

Explanation of Applicant Listings screens – sorting and filters

		May sort on any of these headings by clicking the name of the header				Areas of Interest *not sortable*							
SSN	Last Name	First Name	Creation Date	Status	Type	AD	AS	I	S	M	V	P	C
XXXXX7034	WOULARD	CLAUDIA	07/06/2010	C	N			C					
XXXXX5670	MCDONALD	KRISTINE	08/25/2011	C	N				C				
XXXXX6289	DONOVAN	DEBORAH	09/29/2011	I	N							P	P
XXXXX6437	CONNOLLY	YARITZA	08/29/2011	C	T								
XXXXX1251	STASIO	ANTONIA	02/23/2011	P	N				P				
XXXXX7595	GRIFFIN	JACQUELINE	07/27/2011	P	N				P				
XXXXX7714	FICARRO	FRANCIS	09/20/2011	I	N			P					
XXXXX9528	PRICE	STEVEN	07/11/2011	I	N							P	

The default sort is the SSN

Status Code Legend
C - Application Complete P - Pending Verification H - Hired

Type of account can be T – TRANSFER *(Transfers do not show an area of interest)*, N – NEW, P – PENDING, OR I - INCOMPLETE

The areas match the column headings

AD AS I S M V P C

Areas: ☐ Administrator - District Level ☐ Administrator - School Site
☐ Coach Only ☐ Instructional
☐ Managerial ☐ Support
☐ Pro/Tech ☐ Career and Technology Ed

Explanation of Applicant Listings

BEACON Job

Profile Options

Listings - Inquire

> Applicant Listings
> Applicant Search
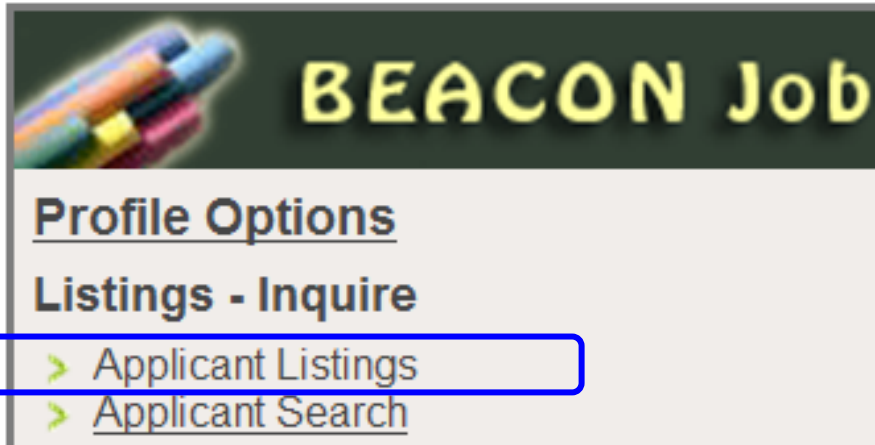
Applicant Listings will show only accounts that are 'Completed'

> Home   > Applicant Listings

Applicant Listings

All Applicant List
Instructional Applicant Listing
Career and Technology Ed Applicant Listing
Support Personnel Applicant Listing
Coach Applicant Listing

Explanation of Applicant Listings - continued

You have the ability to sort by type of listing and within the listings

Applicant Listings

All Applicant List
Instructional Applicant Listing
Career and Technology Ed Applicant Listing
Support Personnel Applicant Listing
Coach Applicant Listing

> Home   > Applicant Listings   > All Applicant List

All Applicant List

SSN: ☐ - ☐ - ☐

Last Name: ☐

First Name: ☐

Areas: ☐ Administrator - District Level ☐ Administrator - School Site
☐ Coach Only ☐ Instructional
☐ Managerial ☐ Support
☐ Pro/Tech ☐ Career and Technology Ed

[Submit]

> Home   > Applicant Listings   > Instructional Applicant Listing

Instructional Applicant Listing

Position of Interest: [▼]

Certificate Subject: [▼]

Subject Area Exam: [▼] [Submit]

> Home   > Applicant Listings   > Career and Technology Ed Applicant Listing

Career and Technology Ed Applicant Listing

Position of Interest: [▼] [Submit]

Explanation of Applicant Listings - continued

Support Personnel Applicant Listing

Areas:

- ☐ Administration
- ☐ Accounting & Finance
- ☐ Behavioral
- ☐ Bus Driver
- ☐ Cafeteria Manager
- ☐ Clerical & Office Support
- ☐ Childcare
- ☐ Classroom Assistant
- ☐ Computer / Technical
- ☐ Custodial
- ☐ Engineering
- ☐ Food Services
- ☐ Human Resources
- ☐ Maintenance / Construction / Trades
- ☐ Materials Distribution
- ☐ Mechanical / Equipment Repair
- ☐ Mechanical Transportation
- ☐ Television & Print Media
- ☐ Other

[Submit]

Applicant Listings

All Applicant List
Instructional Applicant Listing
Career and Technology Ed Applicant Listing
Support Personnel Applicant Listing
Coach Applicant Listing

Coach Applicant Listing

Grade Level: [All Areas ▼]

Areas:

- ☐ Baseball ☐ Basketball ☐ Cheerleading
- ☐ Cross Country ☐ Dance Team Sponsor ☐ Football
- ☐ Golf ☐ Soccer ☐ Softball
- ☐ Swimming ☐ Tennis ☐ Track
- ☐ Volleyball ☐ Weight Lifting ☐ Wrestling

[Submit]

Explanation of Applicant Search

BEACON Job

Profile Options

Listings - Inquire

> Applicant Listings
> Applicant Search

Applicant Search allows you to see all accounts, Complete, Incomplete, New, Transfer, and Pending

Applicant Search

SSN: ___ - ___ - ___

Last Name: _____

First Name: _____

Areas:
☐ Administrator - District Level ☐ Administrator - School Site
☐ Coach Only ☐ Instructional
☐ Managerial ☐ Support
☐ Pro/Tech ☐ Career and Technology Ed

[Submit]

Next ➡

SSN	Last Name	First Name	Creation Date	Status	Type	AD	AS	I	S	M	V	P	C
XXXXX9328	HUTCHINSON	TIM	05/23/2011	P	N			P					
XXXXX7031	SUAZO	SANDRA	05/23/2011	C	N				C				
XXXXX8759	SONNENFELD	SUSAN	08/01/2011	I	N			P					
XXXXX2972	ROKOBAUER	ROBIN	08/22/2010	C	N				C				
XXXXX8666	HACK	PATRICIA	08/24/2011	C	N				C				

Opening and Viewing a BEACON Account/Application

First, remember that *Applicant Listings* will show only completed accounts/applications. *Applicant Search* will show all regardless of the status of the account.   There are several ways to locate your applicant's account in BEACON.
The must successful way is to enter in just the last 4 digit of the applicant's ss.
When entering the last name and/or the first name, spelling counts! If you spell the name differently than the applicant, you will not find the account. Begin with fewer letters in the last name and add more letters as the name drop down begins to narrow the list. One or two letters from the first name in addition to the partial last name will also help.

SSN: [____]-[____]-[____]

Last Name: [_____]

First Name: [_____]

Areas:
☐ Administrator - District Level ☐ Administrator - School Site
☐ Coach Only ☐ Instructional
☐ Managerial ☐ Support
☐ Pro/Tech ☐ Career and Technology Ed

[Submit]

Select your applicant by clicking the link in the SSN column next to their name.

Next ➡

SSN	Last Name	First Name	Creation Date	Status	Type	AD	AS	I	S	M	V	P	C
XXXXX9328	HUTCHINSON	TIM	05/23/2011	P	N			P					
XXXXX7031	SUAZO	SANDRA	05/23/2011	C	N				C				
XXXXX8759	SONNENFELD	SUSAN	08/01/2011	I	N			P					
XXXXX2972	ROKOBAUER	ROBIN	08/22/2010	C	N				C				
XXXXX8666	HACK	PATRICIA	08/24/2011	C	N			C					

Remember to check the status – an I in the Status column means that the applicant has not finished and submitted their application. The district users cannot view an application with this status.

Opening and Viewing a BEACON Account/Application - continued

An application that has been successfully submitted will open to look like this:

The best way to view the application is by opening the Factsheet. The Factsheet will include only the information for those sections of the application that have been approved by H/R – *i.e.* received email references, received transcripts, etc., as well as demographic information about the applicant.

MAUREEN RICCIO

Factsheet   HR Notes/Applicant Screening/Follow Up   Document Status and Verification

General   **Instructional**

All Applicants
Personal Information
General Application
Previous Work Experience
Work References
Education Beyond High School
Traffic/Criminal/Sealed Records
Miscellaneous/ Other Documents Uploads

The Factsheet will include only the information for those sections of the application that have been approved by H/R

Application Portions Approved by Personnel
Instructional

An incomplete application(Status- I) that cannot be Submitted will look like this:

Until the applicant completes all areas (this is denoted by a checkmark), they cannot submit their application and district users cannot view any part of it.

Section Status Page

This page shows the sections that the applicant has completed, as well as the sections that they must complete before submitting their application

All Applicants

✔ General Application

✔ Master's Degree

✔ Bachelor's Degree

✔ Previous Work Experience

✔ Work/Professional References

Teaching Positions

✔ Intern Teaching Experience

✔ Instructional Positions of Interest

✔ Florida Professional Educator's Certificate

✔ Out-Of-State Educator's Certificate

Factsheet

The Factsheet is a comprehensive page of information for an applicant

Back

PDF's

Click on the links below to print the forms

Transcripts
UNIVERSITY OF MASSACHUSETTS
DOWLING UNIVERSITY

Work References
Andrea Williams
GAY COOPER

Certificates
Out-Of-State Educator's Certificate
Florida Professional Educator's Certificate

Misc/Other Documents
RESUME'

The PDF section of the Factsheet contains PDF's uploaded to the account by Human Resources. Double click to open.

Use the Back link to return to the account.

Applicant Name: MAUREEN RICCIO   Applicant Date: 04/06/10
Maiden/AKA Name:

Personal Information

Date of Birth: 12/15/1963

Residential Address
1941 SAND DOLLAR LANE
VERO BEACH FL 32963

Home Phone: (772)453-3465   **Other Phone:** (772)918-8304 Ext.

Emergency Contact: BOB MOLDESTAD 631-278-4670

 Email: JEWELRYBUYTHESEA@YAHOO.COM

Citizenship
Are you a US Citizen? ⦿ Yes ○ No

HR Notes/Applicant Screening/Follow Up

Click HR Notes/Applicant Screening/Follow Up to open a notes section for district users

MAUREEN RICCIO

Factsheet   HR Notes/Applicant Screening/Follow Up   Document Status and Verification

> Home   > Job Openings   > Applicant Pool   > Applicant Information Main Page   > HR Notes/Applicant Screening/Follow Up

HR Notes/Applicant Screening/Follow Up
MAUREEN RICCIO
Add

HR Staff Administrator/Principal	School/Center	Response	Note:	Date	Time	Actions

No Screening/Follow Up Records on File

> Home   > Applicant Search   > Applicant Information Main Page   > HR Notes/Applicant Screening/Follow Up   > Add Screening/Follow Up

Add Screening/Follow Up

HR Staff/Administrator/Principal:	
Center:	
Response:	▼

Notes:

Characters Remaining: 400

Add   Cancel

To add information, click Add

Document Status and Verification

The Document Status and Verification screen is an excellent tool for determining the extent of account completion for an account/application in a Pending Status. However, always check with H/R to see if documents that are listed as 'Outstanding' may have been received by H/R but have not been uploaded yet. Email references that have not been received must be followed up by the applicant.

MAUREEN RICCIO

Factsheet   HR Notes/Applicant Screening/Follow Up   Document Status and Verification

> Home   > Job Openings   > Applicant Pool   > Applicant Information Main Page   > Document Status and Verification

Document Status and Verification
MAUREEN RICCIO
Job Applications

Education Status

Bachelor's Degree	Received
Master's Degree	Received
No Degree	Outstanding

Work Reference Status

Islip High School	Sent
Andrea Williams	Received
Maude Sherwood Elementary	Sent
GAY COOPER	Received
GAY COOPER	Received
AnnMarie Della-Torri	Sent
KRIS WORLEY	Received
CHRISTINE WILLIAMS	Received
Roxanne Decker	Sent
DIANE YOUNG	Received

Instructional Certification Status

- Out-Of-State Educator's Certificate - Special Education	Received
840179 - Florida Professional Educator's Certificate - Elementary Education (K-6)	Received
840179 - Florida Professional Educator's Certificate - Exceptional Student Ed (K-12)	Received

Florida Subject Area Exam Status

Elementary Education (K-6)	Received
Exceptional Student Ed (K-12)	Outstanding

For information that is outstanding, a link to the account area is provided. Click to go to the account area for further information about the missing document

Explanation of Send Message

BEACON Job Center

Profile Options

> Home   > Send Message

Send Message

> Send Message

Begin by typing in the first letter of the last name and each successive letter until the drop down list shows the name of the account that you will to send the message to. Select the correct name.

Last Name: a

ACHIN, NORMAN M
ADAMS, AMY
ALGER, KELLY A
ALLAIRE, MARIA M
ANCTIL, BARBARA M
ANGELA, MCLAUGHLIN H
ANY, ANY
ATTALES, DEBORAH L
AZCUETA, ELLEN M

Subject:

Message:

Characters Remaining: **1000**

Send   Cancel

Remember to type your subject and then enter your message into the Message body area.
   Key points to remember:
      There is no spell check!
      Also the applicant will not know who sent the message or how to reply *(if needed)* unless you put your email address in the body of the message.
The message will be sent to the applicant's BEACON account homepage and also to their personal email address if it is listed in their BEACON account.

SECTION 2
A Guide to
Job Postings
&
Creating Ad Requests
on
BEACON Dashboard

Open 'Job Openings to view your ad(s).

Only those applicants who have completed the online application process will be eligible to apply for any open positions through BEACON.

Job Posting - Entry (school adm)

> Job Openings

Job Openings

Request Number: [   ]

Type of Transaction: [▼]

Status: [   ]

School Year: [▼]

Job Type: [▼]

Job Title: [▼]

[Submit]

You will see only the ads for your School or Department from your Dashboard Homepage.
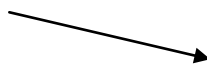
To create a new ad request for your cost center, Click Here

NEVER assume that any applicant applying for a position through BEACON is automatically qualified! Always follow through with H/R.

Center	Request	Create Date	St	Year	Creator	Adv.	Open Date	Job Title	Apps.	Notes	Actions
4011	000048	07-19-2011	I	2012R	JAWY	Y		ART SR	6	0	View Term Request
4011	000049	08-02-2011	I	2012R	JAWY	Y		CAFE CASHIER Beginning Salary: $9.49 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of	16	0	View Term Request
4011	000050	08-18-2011	I	2012R	JAWY	Y		CAFE CASHIER Beginning Salary: $9.49 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of	9	0	View Term Request
4011	000051	08-22-2011	I	2012R	JAWY	Y		ASST PRIN-SR 10 APPLY IN WRITING ONLY Individuals who are currently in the AP Pool may apply for the following positions by sending a current résumé and letter of in		0	View Term Request

To view all current openings openings for the district, open the applicant side of BEACON and click Job Openings
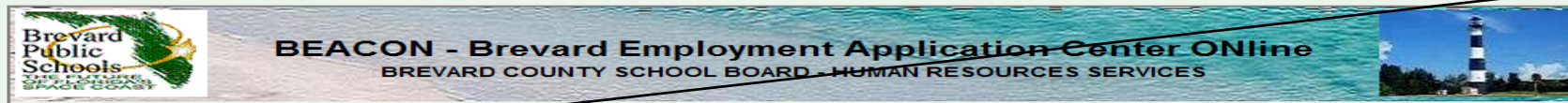
Brevard Public Schools
BEACON - Brevard Employment Application Center ONline
BREVARD COUNTY SCHOOL BOARD - HUMAN RESOURCES SERVICES

Job Openings

Brevard Public Schools
BEACON - Brevard Employment Application Center ONline
BREVARD COUNTY SCHOOL BOARD - HUMAN RESOURCES SERVICES

Log In

Current Job Openings 🔒

Position:		
School/Center:		
Job Type:		Filter

Application for posted positions will close on last posting day at close of business or 5pm.

Brevard Public Schools Job Descriptions

Position	School/Center	Contract	Apply By	Status
CUSTODIAN Custodian - 8.0 Hours Beginning Salary: Based on classification and pay plan for Classified employees: Grade 15 $10.01 per hour	Titusville High School 150 Terrier Trail Titusville	12 Month	07/21/2009	All Applicants
ETP PROGRAM /Director of Child Care Center Certification in Health K-12 AND Preschool Birth through age 4, AND Florida Child Care Director License required	Titusville High School 150 Terrier Trail Titusville	10 Month	07/20/2009	All Applicants
CUSTODIAN CUSTODIAN - 5.0 Hours Beginning Salary: Based on classification and pay plan for Classified employees: Grade 15 $10.01 per hour	Apollo Elementary School 3085 Knox McRae Dr Titusville	12 Month	07/21/2009	All Applicants
CUSTODIAN Custodian - 8.0 Hours Beginning Salary: Based on classification and pay plan for Classified employees: Grade 15 $10.01 per hour	Apollo Elementary School 3085 Knox McRae Dr Titusville	12 Month	07/21/2009	All Applicants
CUSTODIAN Beginning Salary: Based on classification and pay plan for Classified employees: Grade 15 $10.01 per hour	Challenger 7 Elementary 6135 Rena Drive Cocoa	12 Month	07/17/2009	All Applicants
CUSTODIAN Beginning Salary: Based on classification and pay plan for Classified employees: Grade 15 $10.01 per hour	Cocoa High School 2000 Tiger Trail Cocoa	12 Month	07/17/2009	All Applicants

Defining the Job Openings Columns

Center	Request	Create Date	St	Year	Creator	Adv.	Open Date	Job Title	Apps.	Notes	Actions
4011	000048	07-19-2011	I	2012R	JAWY	Y		ART SR	6	0	View Term Request
4011	000049	08-02-2011	I	2012R	JAWY	Y		CAFE CASHIER Beginning Salary: $9.49 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of	16	0	View Term Request

Status Code Legend

A - Active Advertisement   S - Awaiting Position Control Approval
P - Awaiting Personnel Approval (HR)   H - Hired/Filled   I - Inactive   D - Denied/Return Correction
T - Request Termination   R - Chief Officer HR Approval Needed

Center	Request	Create Date	St	Year	Creator
0011	000056	08-01-2011	I	2012R	JAWY
Denotes your school or department number	This is the next available number and is automatically assigned to the ad by the system *See below for additional information about this area*	The date the ad was created	The current status of the ad - refer to the Status Code Legend above	The school year that the ad is being advertised in - this will be used to archive the ads properly	The person in H/R responsible for creating the ad on DASHBOARD

Defining the Job Openings Columns – *continued*

Center	Request	Create Date	St	Year	Creator	Adv.	Open Date	Job Title	Apps.	Notes	Actions
4011	000048	07-19-2011	I	2012R	JAWY	Y		ART SR	6	0	View Term Request
4011	000049	08-02-2011	I	2012R	JAWY	Y		CAFE CASHIER Beginning Salary: $9.49 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of	16	0	View Term Request

Adv.	Open Date	Job Title	Apps.	Notes	Actions
Y		CAFE CASHIER Beginning Salary: $9.49 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of	6	0	View Term Request
This column shows that the ad was actively advertised (Y). The column will be blank to show that the ad is pending		**The name of the opening and any information that cannot be found in the body of the advertisement such as salary or number of positions**	**The number of applicants who have applied online for the position**	**A note area unique to the ad - Notes can be placed here by H/R or the school/department - these are not viewable by the public** *See below for additional information about this area*	**The full ad can be viewed from here - click 'View' to open** *See below for additional information about this area*

Locating your Applicants - Additional Information for Request

Clicking on the highlighted numbers will open the applicant pool page

Applicant Pool

Request

000056

| Job Center: | 4011 |
| Job Number: | 000048 |

NOTE: We have deleted the ST (status) column and replaced it with a VP column. This column is for Veterans' Preference. If you see a Y in the column the applicant is claiming veterans' preference and must receive preference in consideration for the job. You will be receiving a memo with more details regarding veterans' preference. With regards to an applicant's status, if the name is hyperlinked the applicant is hirable, if not, the application is pending completion. Thank you.

To hire an applicant, you must click on the *Interview/Hire* response, then once that is done you need to click on the *Recommendation for Employment* or *Transfer Request* link, and fill out the form on that page as well.

Each name is a link to that applicant's online application information

Name	VP	Type	Creation Date	App. Date	Contact Information	Response
MARGARETH FLEMING		New		07/19/2011	**Home Phone:** (321)514-7943 **Other Phone:** (321)514-7943 **Email:** MAGGIEPEDLOW@HOTMAIL.COM	
AILEEN CARLSON		New		07/19/2011	**Home Phone:** (321)449-4010 **Other Phone:** (321)216-7549 **Email:** AILEENART@YAHOO.COM	
RENEE E. STEWART		New		07/20/2011	**Home Phone:** (321)632-2819 **Other Phone:** (321)626-3289 **Email:** RICHNRENE@EARTHLINK.NET	
TERRIE DIXON		New		07/19/2011	**Home Phone:** (314)443-3074 **Other Phone:** **Email:** DIXONART@SBCGLOBAL.NET	

Additional Information for Notes

Notes

0

The notes area will contain notes that are unique to the advertisement.
H/R can add a note or the listing school or department can place notes here.

> Home   > Job Openings   > Job Posting - Notes

Job Posting - Notes

Add A Note

| To add a note – click here |

School/Center: 4011
Request: 000046

User	Date	Time	Message	Actions

> Home   > Job Openings   > Job Posting - Notes

Add Note

Characters Remaining: 1000

Add   Cancel

Additional Information for Actions

Actions

View

Term Request
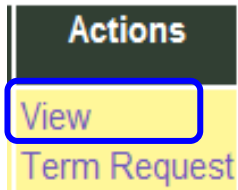
Click 'View to open and view the ad as it looks as advertised

View Job Opening Information
* Required Fields

Last Updated: 07/21/2011 18:00:01 User: ATB04P

School/Center:	4011
Job Number:	000048
School Year:	2012R
Type of Transaction:	Change in Personnel / Fill Vacant Position

Back

Request Information

Job Title:	ART SR
Position Number:	

Instructor Certification: Course Code, Title & Percentages - or - Support Qualifications:	Certification in Art K-12 required

Filter Information

Job Type:	Instructional
Instructional Subject:	N/A
Support Personnel Area:	N/A
Pro/Tech Area:	N/A
Career and Technology Ed Subject:	N/A
Coaching Activity:	N/A

Personnel Approval

Request Approved By: **JAWY** On: 07/19/2011

Position Number:	
Open Date:	07/19/2011
Months:	10 Month
Hours/Day:	8.000

To terminate a request, click Term Request

Message from webpage

? Are you sure you want to send a request to terminate this request?

Center: 4011 Request: 000048

OK   Cancel

				Apps.	Notes	Actions
R	JAWY	Y	ART SR	6	0	View Term Request
R	JAWY	Y	CAFE CASHIER Beginning Salary:	16	0	View Term Request

A pop up will appear that requires a reason for termination – after you send the request, an email will be sent to Human Resources notifying them of a request to terminate an advertisement.

Request Termination

School/Center: 4011
Request Number: 000048

* Reason for Requesting the Termination

Past 90 Days

Characters Remaining: 988

Send   Cancel

Until H/R confirms the Termination Request, the ad will appear in your Job Openings list with Term Reason.

Upon confirmation by Human Resources, you will receive a return email telling you that the ad has been terminated. The terminated ad can now be found in the Archive Job Posting List.

Actions

View

Term Request

Center	Request	Create Date	St	Year	Creator	Adv.	Open Date	Job Title	Apps.	Notes	Actions
2021	000054	07-29-2011	T	2012R	DARL	Y		MATH SR	3	0	View Term Reason

Create an Ad Request

Job Posting - Entry (school adm)

> Job Openings

To create a new ad request, open the Job Openings link

Then click here:

Job Openings

Request Number:	
Type of Transaction:	
Status:	
School Year:	
Job Type:	
Job Title:	

Submit

To create a new ad request for your cost center, Click Here

Center	Request	Create Date	St	Year	Creator	Adv.	Open Date	Job Title	Apps.	Notes	Actions
4011	000047	07-18-2011	I	2011R	JAWY	Y		ENGLISH	25	0	View Term Request
4011	000048	07-19-2011	I	2012R	JAWY	Y		ART	6	0	View Term Request
4011	000049	08-02-2011	I	2012R	JAWY	Y		CAFE CASHIER Beginning Salary: $9.49 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of	16	0	View Term Request
4011	000050	08-18-2011	I	2012R	JAWY	Y		CAFE CASHIER Beginning Salary: $9.49 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of	9	0	View Term Request
4011	000051	08-22-2011	I	2012R	JAWY	Y		ASST PRIN-SR 10 APPLY IN WRITING ONLY Individuals who are currently in the AP Pool may apply for the following positions by sending a current résumé and letter of in		0	View Term Request
4011	000052	08-22-2011	I	2012R	JAWY	Y		ENGLISH	19	0	View Term Request
4011	000053	08-22-2011	I	2012R	JAWY	Y		GUID COUN SENIO	16	0	View Term Request
4011	000054	08-22-2011	I	2012R	JAWY	Y		SOCIAL STUDIES Amer Hist / Wld Hist	31	0	View Term Request
4011	000055	08-22-2011	I	2012R	JAWY	Y		MATHEMATICS Algebra / Geom	11	0	View Term Request

Request Job Opening
Required Fields

Remember, you are only making a request for a job opening.
It will not be viewable by the public until it is set up by H/R.

Required Fields have a red Asterisk *

Type of Transaction has only one choice at this time.

Your School/Center will be automatically filled. (*Dept. Secretaries who are responsible for more than one department should always make sure that they are filling out the Job Opening Request from the correct department number.*)

The School Year choice will always be the current school year. A new year will be added for openings that are being posted for the following year. The old year will be removed after the new school year has begun.

The job title is a drop down. Find the correct job title and select to populate the field. For a position that requires more than one title, give the additional information in the Preferred Skills area and/or in the certifcation/qualifications field to provide this information for H/R.

Field	Value
* **Type of Transaction:**	Change in Personnel / Fill Vacant Position
* **School/Center:**	4011
* **School Year:**	2012 FY
* **Job Title:**	CUSTODIAN L5015
* **Position Number:**	79035
Preferred Additional Skills:	

Characters Remaining: 400

Field	Value
* **Months:**	12 Month
* **Hours/Day:**	8
Date Available:	September / 30 / 2011
If Short Term Contract - Ending Date:	Month / DD /
Advertise Expiration Date (Until Filled if Blank): - HR ONLY	September / 29 / 2011
* **Is / was there an employee in this position?**	⦿ Yes ◯ No
* **Type:**	⦿ Existing Allocation ◯ New Allocation
* **Employee in Position:**	Daniel R. Miller
* **Employee ID:**	10037191
* **Reason for Leaving:**	Resignation/Retirement (Requires Separation Form)
* **Effective Date:**	September / 30 / 2101

Instructor Certification:
   Course Code, Title & Percentages

   - or -

Support Qualifications:

Administrator - District Level
Administrator - School Site
Instructional
Instructional/Vocational
Managerial
Support Personnel
Professional/Technical
Vocational

Field	Value
* **Job Filter Type:**	Support Personnel
Support Personnel Area (Support Personnel Jobs Only):	Custodian

Save and Continue   Cancel

Job Titles are from Crosspointe

Need more room? Add additional information here

Fill in the position months, hours, and the date that position is hirable based on the date of the leave, transfer/reclass, or new allocation date. H/R will enter the correct date based on the first day of advertising.

For instructional short term positions, give the ending date of the short term in the short term field. Remember, we do not advertise temporary positions for support.

Leave the Advertisement Expiration Date blank – to be completed by H/R.

If there is/was an employee is the position, select existing position for additional fields to provide information about the person leaving the position. New Allocations will not require this information.

Place instructional course codes with percentages or support requirements that you are looking for in this field.

Give the type of position here
For support positions, choose the type of personnel in the next field

Click 'Save and Continue'

Request Job Opening
Required Fields

* Type of Transaction:	Change in Personnel / Fill Vacant Position ▾
* School/Center:	4011
* School Year:	2012 FY ▾
* Job Title:	CUSTODIAN L5015 ▾
* Position Number:	79035
Preferred Additional Skills:	

Characters Remaining: 400

* Months:	12 Month ▾
* Hours/Day:	8
Date Available:	September ▾ / 30 ▾ / 2011
If Short Term Contract - Ending Date:	Month ▾ / DD ▾ /
Advertise Expiration Date (Until Filled if Blank): - HR ONLY	September ▾ / 29 ▾ / 2011

Short term ending date belongs here

* Is / was there an employee in this position?	⊙ Yes ○ No
* Type:	⊙ Existing Allocation ○ New Allocation
* Employee in Position:	Daniel R. Miller
* Employee ID:	10037191
* Reason for Leaving:	Resignation/Retirement (Requires Separation Form) ▾
* Effective Date:	September ▾ / 30 ▾ / 2101

Instructor Certification:
   Course Code, Title & Percentages

- or -

Support Qualifications:

Administrator - District Level
Administrator - School Site
Instructional
Instructional/Vocational
Managerial
Support Personnel
Professional/Technical
Vocational

* Job Filter Type:	Support Personnel ▾
Support Personnel Area (Support Personnel Jobs Only):	Custodian ▾

[Save and Continue] [Cancel]

Your request will be incomplete until you send it.

Request Job Opening
Last Updated: 10/04/2011 08:09:30 User: JAWY
Delete Request

Request Information

School/Center:	3021
Request Number:	000053
Type of Transaction:	Change in Personnel / Fill Vacant Position
Job Title:	SCIENCE MIDDLE
Position Number:	51003
Effective Date:	Defined Once Hired
Employee in Position:	
Employee ID:	
Short Term Contract From to Date	10/07/2011 -//
Preferred Additional Skills:	Certification in Middle Grades General Science, Biology, Chemistry, Physics, Middle Grades Integrated Curriculum or Earth/Space Science required
Instructor Certification: Course Code, Title & Percentages - or - Support Qualifications:	Certification in Middle Grades General Science, Biology, Chemistry, Physics, Middle Grades Integrated Curriculum or Earth/Space Science required

Send   Back to Request   Exit

This is a holding area for the school until the ad is ready to be sent. The ad will appear as **Incomplete** in the Job Openings until it is sent. While the ad remains in this pattern, the ad can be changed or deleted.

H/R cannot place the ad out to the public for advertisement while in this queue.

If this is what you see, then you have not submitted the job advertisement to H/R to be published.

| 2151 | 000039 | - - | 2012R | | TECH ASSOC Readvertisement TECHNOLOGY/NETWORK SUPPORT - ASSOCIATE | 0 | Incomplete |

Request Job Opening
Last Updated: 10/04/2011 08:09:30 User: JAWY
Delete Request

Request Information

School/Center:	3021
Request Number:	000053
Type of Transaction:	Change in Personnel / Fill Vacant Position
Job Title:	
Position Number:	
Effective Date:	
Employee in Position:	
Employee ID:	
Short Term Contract From to Date	

Message from webpage

? Are you sure you are ready to send this request?

OK   Cancel

Preferred Additional Skills:
Certification in Middle Grades General Science, Biology, Chemistry, Physics, Middle Grades Integrated Curriculum or Earth/Space Science required

Instructor Certification:
Course Code, Title & Percentages

- or -

Support Qualifications:
Certification in Middle Grades General Science, Biology, Chemistry, Physics, Middle Grades Integrated Curriculum or Earth/Space Science required

Send   Back to Request   Exit

To submit the ad request, click 'Send'.

A pop-up will appear giving the sender the opportunity to keep the ad in the hold queue of Incomplete.

Once the 'OK' button has been selected, the ad will no longer be available to the sender to make changes.

2311	000080	09-09-2011	I	2012R	BECC	Y		VOC COMMERCIAL FOOD SCIENCE	3	0	View Term Request
2311	000081	09-28-2011	P	2012R	BECC			CUSTODIAN		0	View Term Request

Once the ad as been sent to H/R, the ad will appear in the Job Postings as Pending (waiting for H/R approval).
And email is generated by BEACON to H/R to notify them that there is an advertisement pending and required their attention.
The only actions that are available to the school at this point are to view the ad or to Term the Request.

When H/R approves the request and places the job opening to the public, an email is sent to the school or department to notify them that the advertisement has been placed to the public.

Your job opening is now available for applicants at this time.
Request Center: 3021 - Central Middle School
Request Number is: 000053
Transaction Type: Change in Personnel / Fill Vacant Position

Position: 51003
Job Title: SCIENCE MIDDLE

When the job opening ends (at 5 pm on the last day), an email is sent to the school or department notifying them that the advertisement has ended.

Request Center: 2051 - University Park Elementary
Request Number is: 000047
Job Title: ELEM ED 3

This job opening now has an **Inactive** status. The reason for this status change is because of the passing of the **Advertisement Expiration Date**. While the job is inactive, the public will not be able to view and/or apply for the job opening. You may change this date at any time in order to place the job back into an **Active** status.

Applicant Pool – Viewing and Hiring

To view your Applicant Pool, click the number in in the Request

Center	Request	Create Date	St	Year	Creator	Adv.	Open Date	Job Title	Apps.	Notes	Actions
1171	000070	08-26-2011	I	2012R	JAWY	Y		SCIENCE	16	0	View Term Request
1171	000071	09-02-2011	I	2012R	JACK	Y		READING	12	0	View Term Request
1171	000072	09-02-2011	I	2012R	JACK	Y		IA-EX ED SLD INSTRUCTIONAL ASSISTANT - EXCEPTIONAL EDUCATION - SPECIFIC LEARNING DISABILITIES Beginning Salary: Based on classification and pay plan for Classif	25	0	View Term Request

Please note the VP (Veterans Preference) Column for any applicants with a 'Y' meaning that they are claiming their preference rights.

In the column 'Type' is listed the type of applicant. New and Transfer are the only types of accounts.

Current employees may have an account marked 'New'.

Open each link (Name) to view Factsheet described in section 1 above

> Home   > Job Openings   > Applicant Pool

Applicant Pool

Job Center: 1171
Job Number: 000072

: We have deleted the ST (status) column and replaced it with a VP column. This column is for Veterans' Preference. If you see a Y in the column the applicant is claiming veterans preference and must receive preference in consideration for the job. You will be receiving a memo with more details regarding veterans' preference. With regards to an applicant's s... if the name is hyperlinked the applicant is hirable, if not, the application is pending completion. Thank you.

To hire an applicant, you must click on the *Interview/Hire* response, then once that is done you need to click on the *Recommendation for Employment* or *Transfer Request* link fill out the form on that page as well.

Name	VP	Type	Creation Date	App. Date	Contact Information	Response
JENNIFER E. HAROLD		New		09/12/2011	Home Phone: (321)368-9184 Other Phone: Email: DOCTORWHOFAN89@GMAIL.COM	▼
VERONICA M. FECHAS		New		09/14/2011	Home Phone: (321)722-2174 Other Phone: (321)914-9847 Email: VFECHAS@CFL.RR.COM	▼
ANTHONY PRUDENTI		New		09/12/2011	Home Phone: (772)589-0061 Other Phone: (772)360-7086 Email: COACHTONY@BELLSOUTH.NET	▼
RICHIE L. TOLAND		New		09/12/2011	Home Phone: (321)745-6205 Other Phone: (407)697-0047 Email: RTOLAND001@CFL.RR.COM	▼
TEANNA N. SMITH-REID	Y	New		09/12/2011	Home Phone: (321)676-2106 Other Phone: (321)355-9681 Email: TEANNASMITH2003@YAHOO.COM	▼
SANDRA G. KRYSZAN		New		09/12/2011	Home Phone: (321)636-5771 Other Phone: (321)480-4082 Email: S_KRYSZAN@JUNO.COM	▼
VALERIE L. CAIN		New		09/12/2011	Home Phone: (321)639-5158 Other Phone: (321)368-2481 Email: VALCAIN@CFL.RR.COM	▼
MARY E. KENNEDY		Transfer		09/13/2011	Home Phone: (321)632-6721 Other Phone: (321)759-4720 Email: MEK1146@YAHOO.COM	▼
CAROLYN K. ANZ		New		09/15/2011	Home Phone: (000)000-0000 Other Phone:	▼

Applicant Pool - Hiring

Applicant Pool

When an applicant has been selected for employment, drop down the 'Response' fields and choose 'Interview/Hired'.

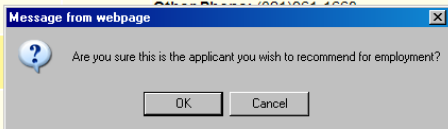A pop-up will appear and 'OK' must be selected to continue.

Job Center: 1171
Job Number: 000072

By selecting the 'Interview/Hired' response, the program will generate an email to the other applicants to let them know that the position has been filled.

...tus) column and replaced it with a VP column. This column is for Veterans' Preference. If you see a Y in the column ... preference in consideration for the job. You will be receiving a memo with more details regarding veterans' preference ... e applicant is hirable, if not, the application is pending completion. Thank you.

...st click on the *Interview/Hire* response, then once that is done you need to click on the *Recommendation for Emp...* ...as well.

	VP	Type	Creation Date	App. Date	Contact Information	Response
JENNIFER E. HAROLD		New		09/12/2011	Home Phone: (321)368-9184 Other Phone: Email: DOCTORWHOFAN89@GMAIL.COM	
						Not Certified for Position Consider/Not Accept Consider For Interview Consider/Interview Interview/Not Hired **Interview/Hired** Hired (Other Job)
VERONICA M. FECHAS		New		09/14/2011	Home Phone: (321)722-2174 Other Phone: (321)914-9847 Email: VFECHAS@CFL.RR.COM	
ANTHONY PRUDENTI		New		09/12/2011	Home Phone: (772)589-0061 Other Phone: (772)360-7086 Email: COACHTONY@BELLSOUTH.NET	
RICHIE L. TOLAND		New		09/12/2011	Home Phone: (321)745-6205 Other Phone: (407)697-0047 Email: RTOLAND001@CFL.RR.COM	

New	09/15/2011	Home Phone: (321)504-7213 Other Phone: Email: CRAIGCUSANELLI@HOTMAIL.COM		/2011	Home Phone: (321)676-2106 Other Phone: (321)355-9681 Email: TEANNASMITH2003@YAHOO.COM	
New	09/14/2011	Home Phone: (321)327-9799 Other Phone: (386)338-7355 Email: RKILPELA@HOTMAIL.COM		/2011	Home Phone: (321)636-5771 Other Phone: (321)480-4082 Email: S_KRYSZAN@JUNO.COM	
New	09/14/2011	Home Phone: (850)624-1037 Other Phone: Email: SRBMN@HOTMAIL.COM				
New	09/12/2011	Home Phone: (321)723-3256		/2011	Home Phone: (321)639-5158 Other Phone: (321)368-2481 Email: VALCAIN@CFL.RR.COM	
New				/2011	Home Phone: (321)632-6721 Other Phone: (321)759-4720 Email: MEK1146@YAHOO.COM	
New		Email: SANTANA.HUMMEL@GMAIL.COM	Interview/Hired			
New	09/15/2011	Home Phone: (321)259-7047 Other Phone: Email: DOUBLE_D@BELLSOUTH.NET		/2011	Home Phone: (000)000-0000	
New	09/13/2011	Home Phone: (321)557-4137 Other Phone: (321)525-2077 Email: J.M.SANTIAGOMARTINEZ@GMAIL.COM				

Message from webpage

Are you sure this is the applicant you wish to recommend for employment?

[OK]   [Cancel]

Applicant Pool – Hiring – continued

Recommendation for Employment
Last Updated: 10/05/2011 12:05:13 User: JAWY

MIS 5047A   MIS 5047B

It is mandatory to print MIS 5047A.
This is a checksheet that will be used by the applicant, and must be completed before they can begin work.

Job Center: 1171
Job Number: 000072

Name:	SANTANA K HUMMEL
SSN:	XXXXX0198
Job Title:	N4333
Hours/Day:	6.500
Slot:	9 Month

Start Date: [Month] / [DD] / [___]

Click save below to save the following information. Once you are ready to send the request to Personnel, click the Send button. The send button will only appear once the information has been saved once.

[Save] [Cancel]

Information Saved
Return

Now you can click the Return link above, and click the Send button on the next page to send the request to Personnel.

The Recommendation for Employment Screen will appear next.

Input the preferred Start Date.

Click 'Save', 'Return', and finally 'Send'

Recommendation for Employment
Last Updated: 10/05/2011 12:10:41 User: JAWY

MIS 5047A   MIS 5047B

It is mandatory to print MIS 5047A.
This is a checksheet that will be used by the applicant, and must be completed before they can begin work.

Job Center: 1171
Job Number: 000072

Name:	SANTANA K HUMMEL
SSN:	XXXXX0198
Job Title:	N4333
Hours/Day:	6.500
Slot:	9 Month

Start Date: [August] / [03] / [2011]

Click save below to save the following information. Once you are ready to send the request to Personnel, click the Send button. The send button will only appear once the information has been saved once.

[Save] [Send] [Cancel]

IRENE M. O'NEILL	New	09/12/2011 **Home Phone:** (321)723-3256 **Other Phone:** (321)961-1668 **Email:** IRENEONEILL8@YAHOO.COM	
ANGELA TORRES	New	09/12/2011 **Home Phone:** (321)223-9885 **Other Phone:** (321)242-5944 **Email:** RAINWATERQUEST@CFL.RR.COM	
SANTANA K. HUMMEL	New	09/15/2011 **Home Phone:** (952)239-8550 **Other Phone:** **Email:** SANTANA.HUMMEL@GMAIL.COM	Recommendation for Employment
DEANNE H. DAWKINS	New	09/15/2011 **Home Phone:** (321)259-7047 **Other Phone:** **Email:** DOUBLE_D@BELLSOUTH.NET	
JOSE M. SANTIAGO	New	09/13/2011 **Home Phone:** (321)557-4137 **Other Phone:** (321)525-2077 **Email:** J.M.SANTIAGOMARTINEZ@GMAIL.COM	
SAMANTHA L. PARSONS	New	09/12/2011 **Home Phone:** (321)544-2425 **Other Phone:** **Email:** SAMANTHA_LEE_PARSONS@YAHOO.COM	
SARA M. SWEET	New	09/12/2011 **Home Phone:** (321)914-3372 **Other Phone:** (321)704-3979	

The applicant pool will now show that a recommendation has been made.

H/R will follow through with the hiring process.

Center	Request	Create Date	St	Year	Creator	Adv.	Open Date	Job Title	Apps.	Notes	Actions
1171	000070	08-26-2011	I	2012R	JAWY	Y		SCIENCE	16	0	View Term Request
1171	000071	09-02-2011	I	2012R	JACK	Y		READING	12	0	View Term Request
1171	000072	09-02-2011	H	2012R	JACK	Y		IA-EX ED SLD INSTRUCTIONAL ASSISTANT - EXCEPTIONAL EDUCATION - SPECIFIC LEARNING DISABILITIES Beginning Salary: Based on classification and pay plan for Classif	25	0	View
1171	000073	09-02-2011	I	2012R	JACK	Y		CAFE CASHIER Beginning Salary: $9.49 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of	23	0	View Term Request
1171	000074	09-02-2011	I	2012R	JACK	Y		CAFE CASHIER Beginning Salary: $9.49 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of	29	0	View Term Request
1171	000075	09-15-2011	I	2012R	JAWY	Y		VE-SLD	24	0	View Term Request
1171	000076	09-21-2011	I	2012R	JAWY	Y		SCH OFF CLK 12M SCHOOL OFFICE CLERK - 12 Month Beginning Salary: Based on classification and pay plan for Classified employees: Grade 18 $10.78 per hour	138	0	View Term Request
1171	000077	09-29-2011	A	2012R	JAWY	Y		CAFE WORKER Beginning Salary: $8.95 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of	15	0	View

> Archive Job Posting List

Archive Job Posting List

Status:	All
Transaction Type:	
Job Title:	

Filter

2010 2011 **2012**

Center	Req. Number	Status	Transaction Type	Creator	Job Title
1171	000049	Complete	Change in Personnel / Fill Vacant Position	BASLERL	ASST PRIN-SR 10
1171	000052	Complete	Change in Personnel / Fill Vacant Position	BASLERL	SCIENCE SR
1171	000053	Complete	Change in Personnel / Fill Vacant Position	BASLERL	MATH SR
1171	000054	Complete	Change in Personnel / Fill Vacant Position	BASLERL	SOCIAL STUDIES
1171	000055	Complete	Change in Personnel / Fill Vacant Position	BASLERL	SOCIAL STUDIES
1171	000056	Complete	Change in Personnel / Fill Vacant Position	JAWY	PRINCIPAL-SENIO
1171	000058	Complete	Change in Personnel / Fill Vacant Position	JAWY	ASST PRIN-SR 10
1171	000059	Complete	Change in Personnel / Fill Vacant Position	JAWY	ASST PRIN SENIO

Page Total: 8

Center	Req. Number	Status	Transaction Type	Creator	
4011	000045	Complete	Change in Personnel / Fill Vacant Position	JAWY	VOC HOME EC 53
4011	000046	Complete	Change in Personnel / Fill Vacant Position	JAWY	BUSINESS ED 53
4011	000048	Termed	Change in Personnel / Fill Vacant Position	JAWY	ART SR

All Job Postings that are Hired (Complete) or Termed will reside in the Archive Job Post List.

Archive Job Posting List

Center:	1171
Request Number:	000049

Approval Users

Personnel	Finance
JAWY	

Request Information

Type of Transaction:	Change in Personnel / Fill Vacant Position
Position Number:	
Job Title:	(B0717) - ASST PRIN-SR 10
Slot:	10 Month
Hours/Day:	8.000
Effective Date:	
End Date:	

Current Information:

Current/Previous Employee:	Lynne Bleier

Reason for Leaving:	Resignation/Retirement (Requires Separation Form)
Reason Effective Date:	05/24/2011

New Information:

Employee:	XXXXX -

Job Opening Information

School Year:	2012R
Sent to Personnel:	
Job Type:	Administrator - School Site
Instructional Subject:	N/A
Support Personnel Area:	N/A
Career and Technology Ed Subject:	N/A
Coaching Activity:	N/A

Forms

MIS 3386
MIS 5047B - Recommendation for Employment
Instructional Transfer/Reassignment

Notes

User	Date	Note
App Note		ONLY Individuals who are currently in the AP Pool may apply for the following positions by sending a current résumé and letter of intent to: Mr. Mark Tormoen, Principal; 6301 Stadium Pkwy., Viera, FL 32940 DEADLINE TO APPLY: CLOSE OF BUSINESS MAY 24, 2011 PLEASE DO NOT USE BEACON OR YOU WILL NOT BE CONSIDERED! For a complete job description, cut and paste: http://benefits.brevard.k12.fl.us/HR/comp/jds/FY05/nb/DeanAPSr10.htm into the address line of your web browser. Interest

SECTION 3

A Brief Explanation Guide to BEACON

Applicants _cannot_ create multiple accounts unless they makeup Social Security numbers.

BEACON - Brevard Employment Application Center ONline
BREVARD COUNTY SCHOOL BOARD - HUMAN RESOURCES SERVICES

Brevard Public Schools
THE FUTURE OF FLORIDA'S SPACE COAST

Job Openings   System Availability

The applicant will create their account here

Log-In 🔒

If you have **NEVER** used our system before, click here to set up a new account.

If you are **RETURNING** to update your account, please log in with the following information:

User-Id: 🔒 [_____]   Retrieve your User-Id
Password: 🔒 [_____]   Retrieve your Password

Applicants can retrieve a forgotten User-Id or Password

Log-In   Cancel

Please Note: A signed and completed employment application MUST BE ON FILE in the
Human Resources Services Office or ONLINE in the BEACON Job Center to be considered for an advertised position.

If you need an accommodation to participate in the application/selection process, please notify Human Resources in advance.
Applicants who are veterans and seeking initial employment by a covered employer
will be given preference if they qualify under Florida Statute, Chapter 295.

Prepared by Human Resources Services
2700 Judge Fran Jamieson Way - Viera, Florida 32940
Phone: 321.633.1000 Fax: 321.633.3525
A Drug-Free Workplace – An Equal Opportunity Employer
Selected applicants are subject to drug testing

You are Visitor **3947**

The applicant cannot submit the application until they complete their application sections.

BEACON - Brevard Employment Application Center ONline
BREVARD COUNTY SCHOOL BOARD - HUMAN RESOURCES SERVICES

Personal Information
| Edit Personal Information | Edit Password | Logoff |
User: PRESUBMITSTATUS
Name: ANY ANY
Messages: ✉

Address: ANY
           ANY
           ANY, AL 32145
Email:
Home: (123)454-6897   Other:

Check Pre-Submission Status

Downloadable Documents
Adobe Reader Required
Reference Form
Florida Retirement system (FRS) Certification Form
Veteran's Preference Form

Get Adobe Reader

General   **Misc.**
Complete each form below. Once the link has a ✓ beside it that form is complete.

All Positions
✓ General Application
   Previous Work Experience
   Work/Professional References
   Veteran's Preference Status
Support Personnel Positions
   Support Personnel Addendum

AT211. Submit Application for Verification 🔒
Please be sure to read this page from top to bottom.

It is recommended that you print this page for your records before submitting. Click Here

Before submitting your application, please look over all of your information again to make sure there are no errors. Once your application has been submitted for verification, you will not be able to change any of the information you have provided. Once your application has been verified and completed, it will stay on file for one year. Once you have completed your application package, you may apply for current job openings. Return to the online Job Center link on the Employment page, from the text box to the right of the Online Job Center, you may select Professional, Instructional, or Support links to view current job openings. You would apply directly to the administrator named in the job posting for those positions for which you are qualified. Listed below are the credentials and other requirements necessary to complete the verification of your application package. These items may be delivered to our Human Resources Office or mailed to our office at the following address:

Human Resources Services
Brevard Public Schools
2700 Judge Fran Jamieson Way
Viera, Florida 32940

Credentials and Other Requirements

Official Transcripts required for each degree and coursework or High School Diploma
Work Reference forms/letters not sent by email
Copy of your DD214 and/or equivalent certification from the Veteran's Administration.
Copy of paraprofessional certificate you may hold

All Applicants
✓ General Application
✗ Previous Work Experience
✗ Work/Professional References
✗ Veteran's Preference Status

Non-Teaching Positions
✗ Support Personnel Addendum

Cancel

**Incomplete sections
are shown as an 'X'**

**The sections must
all show 'checked' to
be complete and then can
be submitted.**

Once the applicant has completed all of their application areas, they may 'Submit' the application. You can then see what information they have provided. However, they will be unable to make any changes to their information until H/R has completed the verification process.

BEACON - Brevard Employment Application Center ONline
BREVARD COUNTY SCHOOL BOARD - HUMAN RESOURCES SERVICES

Personal Information
| Edit Personal Information | Edit Password | Logoff |

User: PRESUBMITSTATUS
Name: ANY ANY
Messages: ✉

Address: ANY
ANY
ANY, AL 32145
Email:
Home: (123)454-6897   Other:

SUBMIT YOUR APPLICATION

Downloadable Documents
Adobe Reader Required
Reference Form
Florida Retirement system (FRS) Certification Form
Veteran's Preference Form

Get Adobe Reader

General   **Misc.**

Complete each form below. Once the link has a ✔ beside it that form is complete.

All Positions
✔ General Application
✔ Previous Work Experience
✔ Work/Professional References
✔ Veteran's Preference Status

Support Personnel Positions
✔ Support Personnel Addendum

The application now must be reviewed by H/R before the applicant can make any changes. - *See Applicant Verification above*

Once the application is marked by H/R as received, an email is generated to the applicant inviting them to view current job openings and apply for available positions.

The applicant can now make changes to their online application.