

## FastTrack Application Instructions (for Current/Previous Employees with data in Employee Access/Skyward)

If you are applying via FastTrack for the first time, log into Skyward and select FastTrack from there. You will need to create a separate FastTrack profile before you can begin the application process.

As you finish each section, click on the red box at the top of the section and save. All fields with an \* must be completed.

- **Email Address and Username/Password Section**
- **Name and Contact Information Section**
- **Conditions of Employment**
  - If you answer NO to this statement, your application is automatically closed. Contact Human Resources at [hr@nkschools.org](mailto:hr@nkschools.org).
- **Education History Section**
- **Certifications/Licenses Section**
  - If you have none, select the “completed to best of my abilities” box and save.
- **Employment History Section**
- **General Questions Section**

**Note: This section does not hold the info from one application to the next.**
- **References Section (*Electronic references will remain in the system for 2 years*).**
  - *Note: As soon as you enter and save each reference’s name and email, the system will send a request (containing a link to the questionnaire) directly to that person. You can track when and by whom they were completed.*
  - **IMPORTANT: Before you can select “All Required References Have Been Completed”, a minimum number of references (2 or 3, depending upon the position) must have already responded and completed the questionnaire. Consider starting with this section first.**
- **Attachments Section** Once documents have been attached to all of the fields marked with an asterisk you’ll be able to select “All required attachments have been uploaded”.
- **Comments Section - optional**

### Application Submission

**IMPORTANT: Just clicking on the word “apply” does not mean that you have successfully submitted your application.** Once all of the sections are marked complete, you will be able to submit your application. Review the “Your Applications” section below your profile data:

- The first tab “Unsubmitted Applications” shows any applications you have not yet submitted.
- Click on “Edit” to the left of the application you want to submit.
- On the top right you will see a button “Submit to HR”.
  - If all of your sections are marked complete, you’ll be able to click on it to submit to HR.
  - Any sections marked “Incomplete” must be completed before this option becomes available.
    - Double-check by clicking “Edit” next to any “Incomplete” section.
    - If it appears complete, make sure that the box next to the words “I Have Completed This \_\_\_\_\_ To The Best Of My Abilities:” has been selected.
- You will receive a confirmation email from the system once you have successfully submitted your application.

If you need further assistance, please contact HR at 360- 396-3007 or [hr@nkschools.org](mailto:hr@nkschools.org)