

Carter County Board of Education is now using an online application program called School Recruiter “Talent Ed Recruit and Hire”. Paper applications and/or email requests for job openings will no longer be accepted. All applicants must use Talent Ed Recruit and Hire.

### **First Time Users**

go online to : <https://cartercounty.schoolrecruiter.net>

#### ***1<sup>st</sup> Page***

Job Listings

Job Title	Posting Date	Type	Location	Apply
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If interested in a position listed, Click “APPLY” to continue

#### ***2<sup>nd</sup> Page***

You will see a box with the job description and an “***Apply Now***” box. Again, if interested, click the “***Apply Now***” box to continue on with the application process.

#### ***3<sup>rd</sup> page***

You will see:

***I am a new applicant***

***I already have an Account  
with Carter County KY***

***I want to transfer  
my account***

Choose the “I am a new applicant” to create an account and apply.

-Complete each section, then continue

\*anything with red star must be completed

**BE SURE TO REMEMBER YOUR USER NAME AND PASSWORD**

(This will be used every time you log in to school recruiter)

-Note that there are several pages of each application. You do not have to enter information on every page (just those that pertain to you)

*For example: If you are filling out an application for Instructional Assistant, you would not have to complete the sections pertaining to Cook or Custodian experience.*

Once you have entered all information and completed the application, you **must** click “**submit your application**” and wait for the confirmation. Once you have the confirmation, you are finished with the application process. For your records, you may want to print or write the confirmation number down.

Once you have completed an application, it will always be saved. The next time you want to apply, you will click “*I already have an Account with Carter County KY*” on the 3<sup>rd</sup> screen. You will be prompted to enter your user name and password. Your saved application will then be on the screen. At this time, you will have the opportunity to add additional information pertaining to the specific job posting or leave it the same. You can also add or change information at any time by logging in with your user name and password.