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Experience Summary > Experience in Education > Work Experience > References

1 Experience Summary

I have years of **Teaching** experience.
Teaching experience is considered actual teaching in a scholastic environment

2 I have years of **Student Teaching** experience.
Student teaching is considered actual student teaching in a scholastic environment.

I have years of **Administrative** experience.
Administrative experience is any experience you have in an administrative role in a scholastic environment.

I have years of **Classified** experience.
Classified experience is considered support-staff positions or any position that was not teaching or administrative, but in a scholastic environment

I have years of **Non-Academic** experience.
Non-Academic experience includes any experience you have that was not in a scholastic environment.

3 [+ Save to Resume](#) **4** [Next Section >](#)

Start filling out your application by completing the “experience summary” section (1). If you do not have any teaching experience, that is okay, but please list the years of experience that you have in any of the fields listed above (2). Once you have completed the experience summary, click on the “save to resume” button (3). When you have saved this information to your resume, click on the “next section” button (4).

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Experience Summary > **Experience in Education** > Work Experience > References

Experience in Education Summary

Position	State / Province	District	School	Field/Discipline	Level	Yrs	Mos	FTE	Start	End	Reason	Edit	Delete
Student Teaching / Intern	Texas	Unspecified	The University of Texas at Arlington	Science - Psychology	College - 4 year	3	0	1.00	01/2005	12/2008	Career Advancement	Edit	Delete

5 [+ Add New](#)

6 [Next Section >](#)

If you have experience in education, click on the “add new” button (5) to add educational experience. If you do not have any experience in education, that’s okay; click on the “next section” button (6) to move on to the next section.

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Experience In Education

*Position **7**

*State / Province **8**

*District **9**

*School **10**

Field/Discipline **11**

If the above list doesn't contain the item you are looking for, select "Other" and type it in the box below.

12

Level **13**

To select more than one value, hold down the "Ctrl" key (or Apple key on a Mac) while clicking your selection(s).

*Years at this Position **14**

If experience is less than one year, enter "0" and provide months experience in notes.

Months at this Position **15**

*Was this a full time position (1.0 FTE)? yes **16** no

Help

- Does the order entered matter?
- How do I indicate a current employer?
- How do I enter a Private School when there is no associated district?

Need more help ?

To enter your experience in education, select the position that you held from the drop-down menu (7). Select the state or province in which you worked from the drop-down menu (8). Select the school district in which you worked from the drop-down menu (9); PLEASE NOTE – if you worked at an independent/private school (i.e. a school that does not have a district), select “other” from the district menu. Type the name of the school in the field below the district (10). Select the field or discipline that you taught/worked in from the drop-down menu (11). If the field in which you worked does NOT appear on the drop down menu, select “other”, then type in the name of the field in which you taught (12). Select the grade levels at which you taught (13). If you taught more than one grade, hold the “ctrl” key on your keyboard, and use your mouse to select multiple grade levels. List the years/amount of time for which you worked at this position (14). If you worked for less than a year at this position, you can enter the number of months that you worked in this position (15). Finally, please indicate whether or not this was a full time position (40 hours per week, or equivalent) (16).

FTE: -- choose -- 17

*Start Date (MM/YYYY) 18

End Date (MM/YYYY) 19

Check this box if this is your current employer 20

Salary 21

Supervisor First Name 22

Supervisor Last Name

Supervisor Phone 23

Supervisor Email 24

-- Choose -- 25

Reason for Change
If the above list doesn't contain the item you are looking for, select 'Other' and type it in the box below.
26

Notes
27

28

+ Save to Resume ⏪ Cancel

Select the FTE (full time equivalents) for this position (17). 1.00 FTE generally describes individuals who work 40 hours or more per week. .75 FTE generally describes individuals who work 30 hours per week. .50 FTE generally describes individuals who work 20 hours per week. .25 FTE generally describes individuals who work 10 hours per week. Indicate the date when you started employment with this employer (18), and the date when you ended employment with this employer (19); if you are still employed with this employer, you may leave (19) blank, and instead check box (20). Please enter the salary that you earned at this position (21); you may enter annual salary or hourly pay. Enter the first and last name for your supervisor at this position (22). Enter a phone number at which this person may be reached (23), and an e-mail address (24). Select the reason that you left/are leaving the position from the drop-down menu (25). If your reason for leaving is not listed in the drop-down menu, select "other", and you can type the reason in the blank box (26). Insert any notes about the position that you would like a potential employer to see in the "notes" field (27). Once you have entered all of the information about this position, click on "save to resume" (28). Once you have clicked on "save to resume," you will be returned to the experience in education summary page.

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Experience in Education Summary

Position	State / Province	District	School	Field/Discipline	Level	Yrs	Mos	FTE	Start	End	Reason	Edit	Delete
Student Teaching / Intern	Texas	Unspecified	The University of Texas at Arlington	Science - Psychology	College - 4 year	3	0	1.00	01/2005	12/2008	Career Advancement	Edit	Delete

29 [+ Add New](#)

30 [Next Section >](#)

You may add additional experience in education by clicking on “add new” (29). Once you have entered all of your experience in education, click on the “next section” button (30).

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Experience Summary > Experience in Education > **Work Experience** > References

31 Work Experience Summary

Organization	Position	City	State	Start	End	Reason	Edit	Delete
M.B.I., Inc.	Marketing Assistant	Norwalk	Connecticut	08/2002	11/2003	Career Advancement	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

33

32

You will now be viewing the “work experience summary” (31). If you do not have any experience other than educational experience, that’s okay. Just click on the “next section” button (32). To add work experience outside of education, click on the “add new” button (33).

Work Experience

*Organization Name

*Position Title

Address

*City

*State / Province

*Years at this Position
If experience is less than one year, enter "0" and provide months experience in notes.

Months at this Position

*Start Date (MM/YYYY)

End Date (MM/YYYY)

Check this box if this is your current employer

Hours Worked Per Day

Days Worked Per Week

Supervisor First Name

Supervisor Last Name

Supervisor Contact Phone

Supervisor Email

Reason For Leaving
If the above list doesn't contain the item you are looking for, select "Other" and type it in the box below.

Salary

Job Duties/Notes

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Save to Resume
 Cancel

Help

- How do I use this page?
- Does the order entered matter?
- How do I indicate a current employer?

[Need more help ?](#)

Type in the name of the organization at which you were employed (34), and the title of the position that you held (35). Enter the address of the company for which you worked (36). Enter the number of years for which you worked at this position (37). If you worked at the company for less than one year, enter the number of months for which you were employed (38). Enter your start and end dates for the position (39). If you are still employed with this company, you may leave the end date (39) blank, and check the box for current employer (40). Enter your work schedule: hours worked per day and days worked per week (41). Enter your supervisor's name (42) and contact information including phone (43) and e-mail (44). Select the reason that you left/are leaving this position from the drop-down menu (45). If your reason for leaving is not on the drop-down menu, type the reason in the blank (46). Enter the salary you earned for this position, or hourly wage (47). Enter any notes that you would like to see a potential employer to see (48). Click on "save to resume" (49), and you will return to the work experience summary.

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Work Experience Summary

Organization	Position	City	State	Start	End	Reason	Edit	Delete
M.B.I., Inc.	Marketing Assistant	Norwalk	Connecticut	08/2002	11/2003	Career Advancement	Edit	Delete

50 [+ Add New](#)

51 [Next Section >](#)

Click on “add new” (50) to add more work experience. If you are finished entering your work experience, click on “next section” (51) to go to the next section of the application.