# 2024-2025 - Local 2250 Voluntary Transfer Application Guide

To be eligible to transfer for the 2024-2025 school year, you must submit an application via iRecruitment by the deadline of Tuesday, April 2, 2024. Follow the directions below to complete the transfer application process.

Step 1   Navigate your computer's web browser to www.pgcps.org.

At www.pgcps.org select the "***Staff"*** menu *option. Once directed to the Staff Portal Page (image 2), select the **Oracle Employee Self Service** link.*
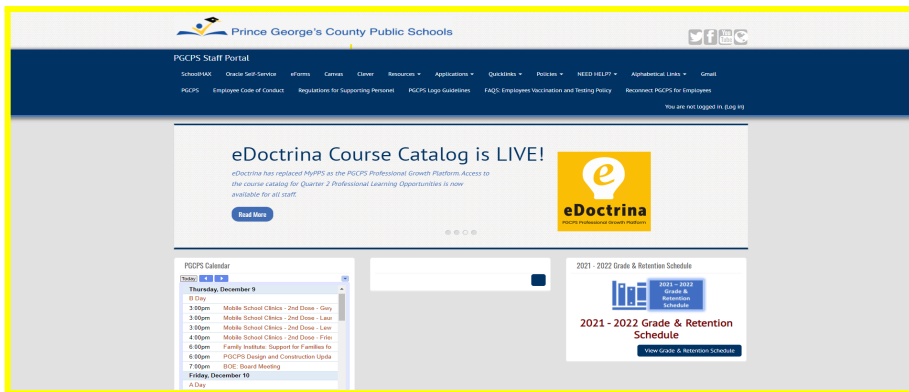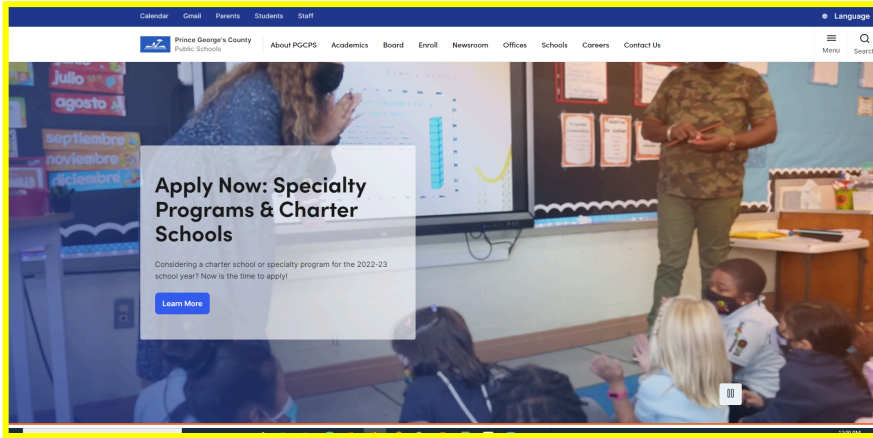
Step 2   Log into Oracle:

- Enter your **User Name** *(i.e. John.Doe).*

- Enter your **Password** in the password text box.

- Click the **Login** button.

Step 3

- Click on the *iRecruitment Employee Candidate* link.

Step 4 Click on the *Jobs* tab.

Step 5 In the **Keywords** text box enter the IRC number for the position. Be sure to Include the IRC in the text box (i.e. IRC215580).

Step 6 Click the **Go** button below the **Date Posted** drop-down. Do **NOT** select a **Job Category** or **Date Posted**. The vacancy will appear at the bottom of the page.

Step 7 Click on the **Apply** now button at the end of the row.

Jobs: Available Jobs

Advanced Search

Note that the search is case insensitive

Keywords	(Examples: Science Teacher, Bus Driver. For incomplete word, wild card character has to be used, eg %math% will return keyword Mathematics.)	Employment Status	
		Shift Work Preferences	
		Certified Teacher?	
		Certification Subject Areas	

Date Posted: Last Week
Job Category: Administrative / Instructional / Support / Voluntary Transfer

Go
Clear

Select Jobs: Add To Basket | ...   Previous 1 - 10 Next 10 ▶

	Name △	Job Title △	Organization Name △	Professional Area	Brief Description	Location △	Date Posted	Employment Status △	Apply Now
☐	IRC190440	School Secretary I (10-month)	Robert R Gray Elementary School	Support	This is an ACE/AFSCME, Local 2250, Pay Table 700, Grade 13 , 10-Month Position. Hourly Rate: $18.22- $35.96. CLOSING DATE: January 20, 2023. *Bilingual candidates are encouraged to apply	ROBERT GRAY ES	06-Jan-2023	Full Time	

Select

Step 8 Click on the **Next** button near the top right hand corner of the page. **DO NOT ENTER** any information on this page.

Recruitment Home   Jobs

○ Review Account   ○ Enter Application Details   ○ Assessment   ○ Review

✓ Basic Details   ✓ Address   ✓ Phone Numbers   ✓ Documents   ✓ Employment History   ✓ Education Qualifications   ✓ Skills   ✓ References

Application: Review Account IRC167020   Cancel   Step 1 of 4: Review Account ▾   Next

As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application.
* Indicates required field

Tip:

✓ TIP **IMPORTANT: CLICK 'Click Here' LINK BELOW IF YOU ARE RECEIVING (You have encountered an unexpected error. Please contact the System Administrator for assistance.) DURING THE APPLICATION PROCESS. PLEASE FOLLOW INSTRUCTIONS TO CLEAR YOUR BROWSING CACHE.**

Click Here

Resume

To upload your resume to your account click Upload Resume.   Upload Resume

Step 9 References are required to move forward, Click + to add your references then click **Next**.

References   ⊗ Return to Top

✓ TIP We encourage applicants to enter contact information for Professional References which must include current or most recent supervisor.
✓ TIP A Minimum of 2 references should be entered to proceed with this application.

➕ ...

*Reference Name	*Reference Title	*Reference Email	Delete
No results found.			

Cancel   Step 1 of 4: Review Account ▾   Next

Step 10 Complete the assessment survey then click 'Finish Survey'.

PGCPS   iRecruitment

Survey Instructions: Technology Education SY22   Cancel   Clear   Page 1 of 1   Finish Survey

Answer the questions on this page . Click Finish Survey if you are ready to submit your survey.

Section 1

1. Are you authorized to work in the U.S. and would not require sponsorship now or in the future? If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.
○ Yes
○ No

Step 11 Click on the **Next** button near the top right hand corner of the page.

Recruitment Home   Jobs

Review Account — Enter Application Details — Assessment — Review

Application: Other Info IRC167020   Cancel Back Step 2 of 4: Enter Application Details ⌄ Next

* Indicates required field

Equal Employment Opportunity

As an equal opportunity employer, we are required by state and federal regulations to collect applicant information for statistical analysis of our compliance with fair employment practices. We invite you to voluntarily complete the section below. All information that you provide will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

Step 12 On the next page (review application), click on the **Finish** button near the top right hand corner of the page.

≡ PGCPS iRecruitment   🏠 ★ ⚙ 🔔² | Logged In As KIM.BAGLEY ⏻

Recruitment Home   Jobs

Review Account — Enter Application Details — Assessment — Review
✓ Education, Qualification and Employment Details ✓ Application Assessment ✓ Job Posting Details ✓ Work Preferences

Review Application: IRC167020   Cancel Back Step 4 of 4: Review ⌄ Finish

Personal Details

Overview

Family Name   Bagley

Step 13 You will receive a blue text **Confirmation** message at the top of the page.

Recruitment Home   Jobs

🗎 **Confirmation**
   Thank you for submitting your application.

Jobs: Available Jobs   Save Search

Advanced Search

You have now completed the 2024-2025 Voluntary Transfer application process for school based Local 2250 Transfers.

You will receive an email from iRecruitment (to your email) to confirm that you have successfully completed the transfer process. You may also click on the **Home Tab** near the top right hand corner of the page. Under **Jobs Applied For,** you will see the IRC number of the transfer vacancy you have applied for; if you see it, you have completed the transfer process.