

INTERNAL POSTINGS
Applying for a Job Within the New Hanover County Schools System

The steps listed below are intended for persons who are currently employees of the local school system and are applying for a promotion, transfer, or additional employment.

Step 1:

Access the New Hanover County Schools Web Site at www.NHCS.net.

Click on **EMPLOYMENT**.

Click on the **Internal Postings** button on the left side of the Employment

The screenshot shows the New Hanover County Schools website. The header includes the school name and address (6410 Carolina Beach Road, Wilmington, NC 28412) and a logo of a schoolhouse. A navigation bar contains links for Home, Departments, Schools, Resources, Search, and Contact. A sidebar on the left lists various HR-related links, with 'Internal Postings' highlighted. The main content area features a 'Human Resources' heading, followed by 'Employment Opportunities / Application Instructions'. A notice states that completed electronic applications are required for all areas and that instructions for online applications are provided below. It also notes that previous employees separated for more than one year must complete the hiring process. Two columns of job opportunities and application instructions are listed.

New Hanover County Schools
6410 Carolina Beach Road, Wilmington, NC 28412

[Home](#) [Departments](#) [Schools](#) [Resources](#) [Search](#) [Contact](#)

Human Resources

Employment Opportunities / Application Instructions

Completed electronic applications are required for all areas. Instructions for applying online are located below.

Previous New Hanover County Schools employees who have been separated longer than one(1) year must complete the entire hiring process.

Job Opportunities

- *Licensed Position Vacancies*
- *Non-Licensed Position Vacancies*
- *All Vacancies*

Application Instructions

- *Administrative*
- *Certified*
- *Teacher Assistant*
- *Classified*
- *Substitute Teacher*
- *Bus Driver*
- *Non-Faculty Coach*

Step 2:

A window will open that shows a table of all internal postings within the NHCS system. This list may include jobs posted on the internet web site for public viewing. A YES entry in the ON WEB column indicates that the position is also posted on the external web site.

You may sort the table on any column by clicking on the up and down arrows underneath the column heading.

Job Postings

Click Apply to request a transfer or additional assignment. Click Details to see more detailed information.

This list may include jobs that are also posted on the web at the [NC DPI Online Application Site](#) for viewing by the public. Refer to the "On Web" column in the table below to see if a job is also posted on the web.

| | Position Num | Title | Site | Available Date | Closing Date | On Web |
|---|--------------|-------|------|----------------|--------------|--------|
| | ▲▼ | ▲▼ | ▲▼ | ▲▼ | ▲▼ | ▲▼ |
| Apply Details | | | | | | No |
| Apply Details | | | | | | Yes |
| Apply Details | | | | | | Yes |
| Apply Details | | | | | | No |
| Apply Details | | | | | | No |

Step 3:

When you click on the DETAILS link in the left-hand column, you will be able to view additional information about the position. The contact information section at the bottom of the window refers you to the person responsible for the hiring in this position.

Vacancy Details

| Position Information | |
|--------------------------|--|
| Position #: | |
| School / Site Code: | |
| Position Status: | |
| Position Type: | |
| Position Title: | |
| CDL Required: | |
| FT/PT: | |
| Classification: | |
| Position Term: | |
| Description: | |
| Position Availability: * | |
| Level of Benefits: * | |
| Contract Conditions: | |
| Salary Range: | |
| Minimum Degree: | |
| Minimum Experience: | |
| General Comments: | |

| Salary / Payment Information | |
|------------------------------|--|
| Payment Method: | |
| Salary Schedule: | |
| Grade: | |

| Contact Information | |
|---------------------|--|
| First Name: | |
| Last Name: | |
| Phone: | |
| Email: | |
| Street: | |
| City: | |
| State: | |
| Zip: | |

Close


Step 4:

When you click on the APPLY link in the left-hand column the system opens the APPLICATION FOR TRANSFER and ADDITIONAL ASSIGNMENT window. Complete the fields in this window instead of completing an employment application.

When you click on the **SUBMIT** button you will become a candidate for the posted position.

Application for Transfer or Additional Assignment

*** = Required**

| | |
|--|---|
| Enter your Social Security Number * (numbers only): | <input type="text"/> |
| Phone: * | <input type="text"/> |
| Alternate Phone: | <input type="text"/> |
| Email: | <input type="text"/> |
| Supervisor: * | <input type="text"/> |
| Supervisor Phone: | <input type="text"/> |
| Comments: | <input type="text"/> <i>Please note that the comment you enter here will be visible on all your applications for transfer. If you submitted a previous application, this comment will overwrite that one. Therefore, these comments should be generic in nature.</i> |
| Specify the date you will be available to start this position by using the calendar picker * | <input type="text"/>  << click here |

| Position Number | Job ID | Site | Title | Available Date | Closing Date |
|-----------------|--------|------|-------|----------------|--------------|
| | | | | | |