

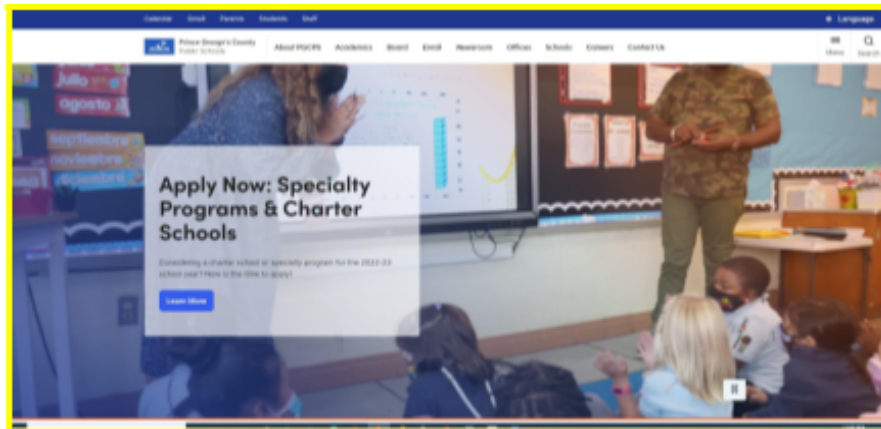
Application Guide for 2026-2027 Unit I Voluntary Transfer

To be eligible to transfer for the 2026-2027 school year, you must submit an application via iRecruitment. Follow the directions below to complete the transfer application process.

Part I: Complete the application in iRecruitment

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 PGCPs Staff Portal Page (image 2), select the Oracle Employee Self Service link.



Step 2 Log into Oracle:

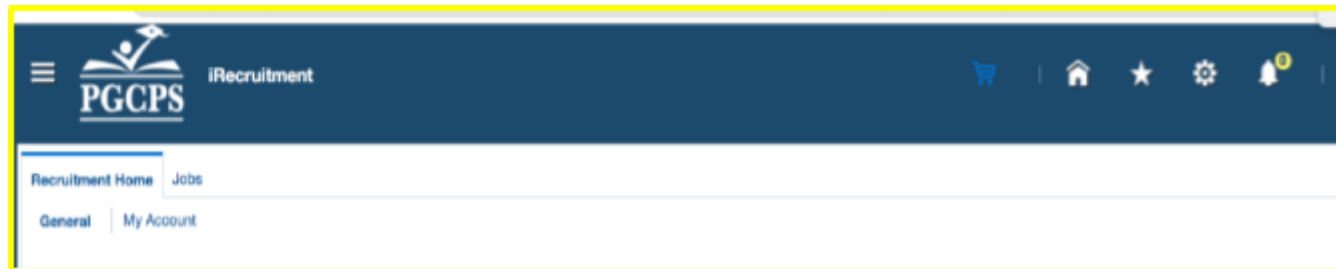
- Enter your **User Name** (i.e. John.Doe).
- Enter your **Password** in the password text box.
- Click the **Login** button.

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 to access the transfer application. Include the IRC in the text box (i.e. IRC216860).

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.

The screenshot shows a web interface for job searching. At the top, there are tabs for 'Recruitment Home' and 'Jobs'. Below this, there are links for 'Available Jobs' and 'Jobs Applied For'. The main section is titled 'Jobs: Available Jobs' and includes a search bar with the keyword 'IRC16860'. The search results are displayed in a table with the following columns: Name, Job Title, Organization Name, Professional Area, Brief Description, Location, Date Posted, Employment Status, and Apply Now. The table contains one row for the job 'IRC16860', which is a 'Classroom Teacher (Business Management and Finance (BTE))' at 'Various Locations' in the 'Instructional' professional area. The brief description mentions a 10-month PDECA Unit 1 Position and a salary range of \$45,993 - \$111,818. The location is 'Green Valley Instructional Ctr' and the date posted is '27-Aug-2021'. The employment status is 'Full Time'. The 'Apply Now' button is visible at the end of the row.

Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Date Posted	Employment Status	Apply Now
IRC16860	Classroom Teacher (Business Management and Finance (BTE))	Various Locations	Instructional	This is a 10 Month PDECA Unit 1 Position - Pay Table A Salary: \$45,993 - \$111,818 CLOSING DATE: Open until filled	Green Valley Instructional Ctr	27-Aug-2021	Full Time	Apply Now

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

This screenshot is identical to the one above, showing the job search results page. The 'Apply Now' button is highlighted at the end of the row for the job 'IRC16860'.

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

The screenshot shows the 'Application: Review Account IRC167020' page. At the top, there is a progress bar with four steps: 'Review Account', 'Enter Application Details', 'Assessment', and 'Review'. The 'Review Account' step is currently active. Below the progress bar, there are links for 'Basic Details', 'Address', 'Phone Numbers', 'Documents', 'Employment History', 'Education Qualifications', 'Skills', and 'References'. The main section is titled 'Application: Review Account IRC167020' and includes a 'Cancel' button and a 'Next' button. Below this, there is a 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.' At the bottom, there is a 'Resume' section with a link to 'Click Here' and an 'Upload Resume' button.

Step 9 References *are not* required to move forward, Click + to add your references then click **Next**.

The screenshot shows the 'References' section of the application process. At the top right is a 'Return to Top' link. Below it are two tips: 'TIP We encourage applicants to enter contact information for Professional References which must include current or most recent supervisor.' and 'TIP A Minimum of 2 references should be entered to proceed with this application.' Below the tips is a table with four columns: 'Reference Name', 'Reference Title', 'Reference Email', and 'Delete'. The table is currently empty, with the text 'No results found.' in the first column. At the bottom right are three buttons: 'Cancel', 'Step 1 of 4: Review Account', and 'Next'.

Reference Name	Reference Title	Reference Email	Delete
No results found.			

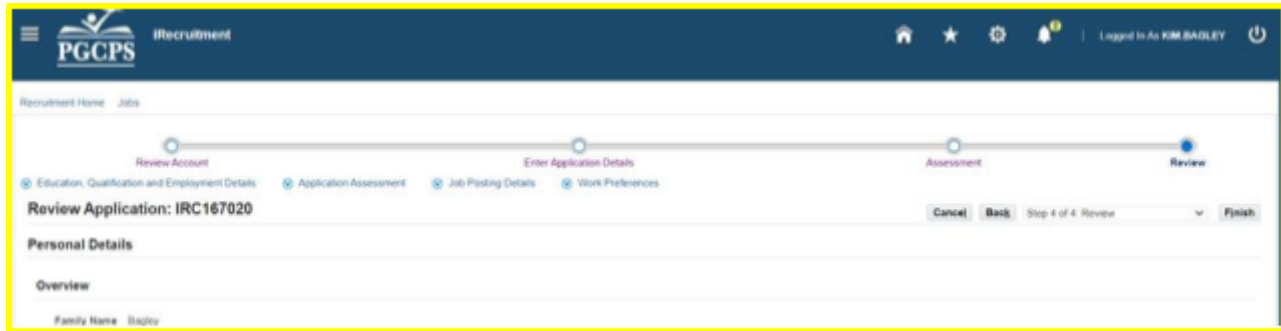
Step 10 Complete the assessment survey then click 'Finish Survey'.

The screenshot shows the 'Survey Instructions: Technology Education SY22' page. At the top left is the PGCPs logo and 'iRecruitment' text. Below the title is a 'Cancel' button and a 'Clear Page 1 of 1' button. The main content area is titled 'Section 1' and contains a question: '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.' Below the question are two radio buttons: 'Yes' and 'No'. At the bottom right are three buttons: 'Cancel', 'Clear Page 1 of 1', and 'Finish Survey'.

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

The screenshot shows the 'Application: Other Info IRC167020' page. At the top left are links for 'Recruitment Home' and 'Jobs'. Below them is a progress bar with four steps: 'Review Account', 'Enter Application Details', 'Assessment', and 'Review'. The 'Enter Application Details' step is currently active. Below the progress bar are three buttons: 'Cancel', 'Back', and 'Next'. The main content area is titled 'Equal Employment Opportunity' and contains a paragraph of text: '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.

The screenshot shows the 'iRecruitment' web interface. At the top is a dark blue header with the PGCPS logo and navigation icons. Below the header, a progress bar indicates the current step is 'Review' (Step 4 of 4). The page title is 'Review Application: IRC167020'. There are buttons for 'Cancel', 'Back', and 'Finish'. The 'Personal Details' section is visible, showing 'Family Name' and 'Initials'.

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

The screenshot shows a yellow confirmation banner at the top of the page with the text 'Confirmation' and 'Thank you for submitting your application.' Below the banner, there are links for 'Jobs: Available Jobs' and 'Advanced Search'.

You have now completed the 2026-2027 application process for Unit I Voluntary Transfers.

If you want to apply for a voluntary transfer to be considered for a specific content area listed below, follow the instructions above (Steps 1-13).

- Art
- Dance
- ELD
- Fine Arts/Theater
- Health
- Infants & Toddlers Program at Judy Hoyer, Cheverly
- Instrumental Music
- Language Immersion (French, Spanish)
- Library Media
- Media Arts/TV Production
- Physical Education
- Special Education
- Professional School Counselor
- Vocal Music

After you submit your application, you will receive an automated response from iRecruitment (to your email). You may also confirm that you have successfully completed the transfer process by clicking 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.

Be sure to check both your email and iRecruitment to confirm that your application has been completed and successfully submitted.

Step 14

The SY 2026-2027 - Unit 1 *Voluntary Transfer Preference Form* will be emailed to those who have **completed** the Voluntary Transfer application in Oracle iRecruitment **and are eligible** for a Voluntary Transfer.

**You have now successfully submitted an application for a
voluntary transfer for the 2026-2027 school year!**