

# WILLIAM PENN SCHOOL DISTRICT

*Innovation. Opportunity. Success.*

## Applying as an Internal Candidate on TalentEd

### Navigate to the Job Board

1. Go to [williampennsd.org/employment](http://williampennsd.org/employment) and click the button that says “View all current opportunities”:



### Join the William Penn School District!

Thank you for your interest in the William Penn School District! We are on a mission to:

- Support all staff in providing rigorous, data-driven, student centered, differentiated instruction aligned with the academic standards of the Commonwealth of Pennsylvania
- Ensure all staff, in partnership with their communities, will create a positive, nurturing, and supportive school climate that encourages all students to discover and pursue their passion for learning.
- Secure and retain dedicated professionals committed to the academic success of all students.

We are looking for staff, educators, and leaders who share our vision of nurturing and empowering all students to become career and/or college ready.



### Required Hiring Documents

In order to be eligible for employment with the William Penn School District, you will need to complete the below clearances and documents prior to your first day of work. Please review the following information as

### Quick Links

[Benefits](#)

[Administrative Applicants](#)

[Certified Teacher Applicants](#)

[Non-Certified Applicant](#)

[Non-District Support](#)

[Paraprofessional Applicants](#)

[Substitute Teaching Positions](#)

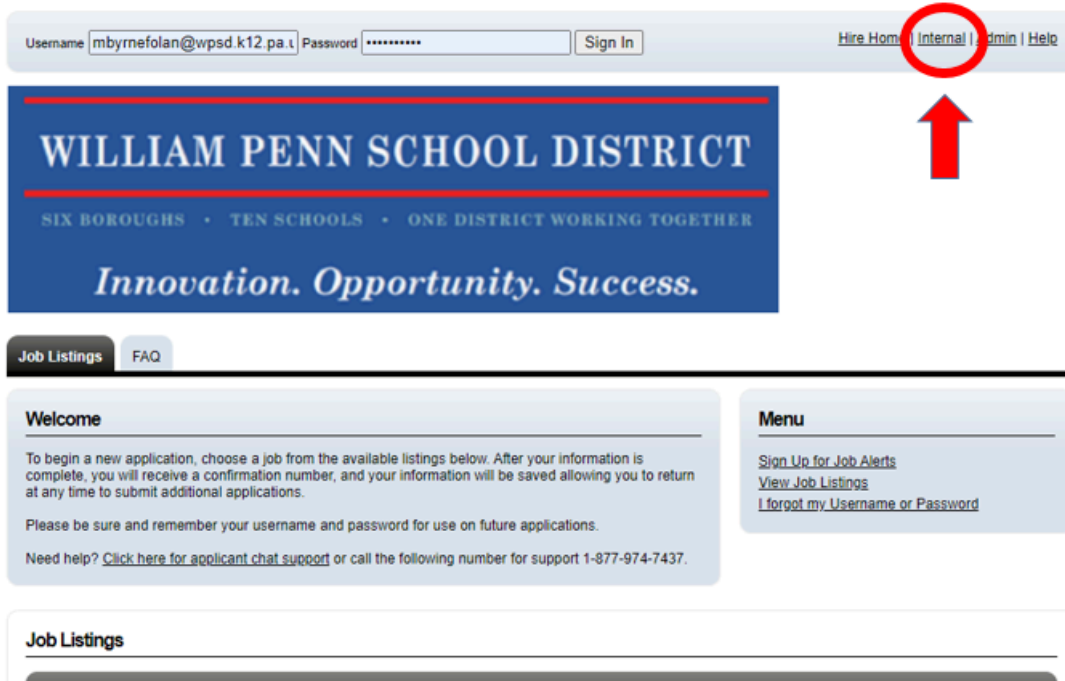
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## Set Up an Internal Account

The majority of William Penn employees do not have an internal account set up within TalentEd. This needs to be established before you can access the internal postings.

2. Select “Internal” in the upper right corner of the screen:



Username  Password   [Hire Home](#) [Internal](#) [Admin](#) [Help](#)

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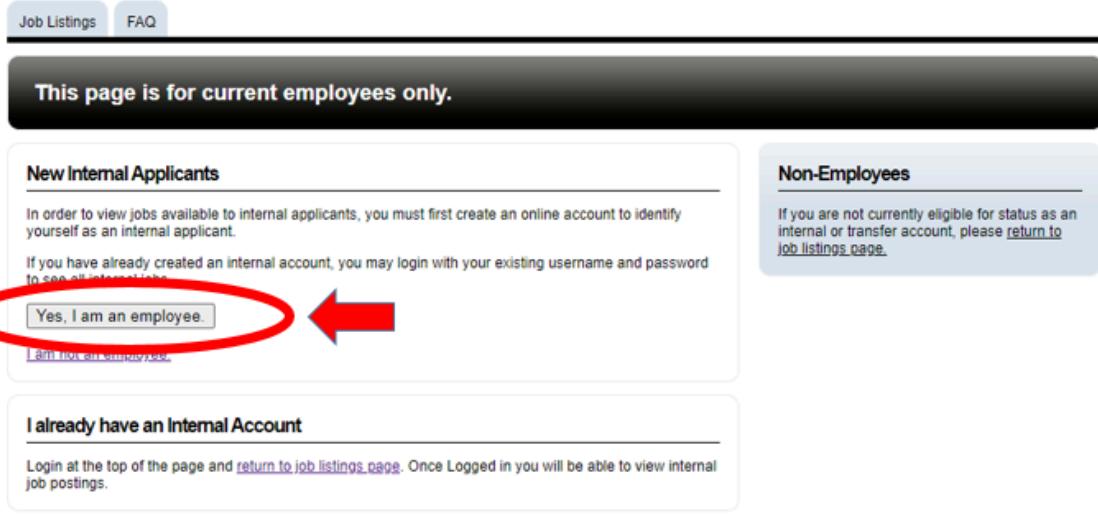
**Job Listings** **FAQ**

**Welcome**  
To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.  
Please be sure and remember your username and password for use on future applications.  
Need help? [Click here for applicant chat support](#) or call the following number for support 1-877-974-7437.

**Menu**  
[Sign Up for Job Alerts](#)  
[View Job Listings](#)  
[I forgot my Username or Password](#)

**Job Listings**

3. Under “New Internal Applicants,” click “Yes, I am an employee.”:



**Job Listings** **FAQ**

**This page is for current employees only.**

**New Internal Applicants**  
In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.  
If you have already created an internal account, you may login with your existing username and password to see all internal jobs.  
 [I am not an employee.](#)

**Non-Employees**  
If you are not currently eligible for status as an internal or transfer account, please [return to job listings page](#).

**I already have an Internal Account**  
Login at the top of the page and [return to job listings page](#). Once Logged in you will be able to view internal job postings.

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4. Follow the prompts to set up an Internal account.

## Sign in to Your Internal Account

5. From any section of the job board, enter the username and password that you set up into the Username and Password fields at the top of the page and click the “Sign In” button:

The screenshot shows the top navigation bar of the William Penn School District website. It includes a 'Sign In' button and links for 'Hire Home', 'Internal', 'Admin', and 'Help'. Below the navigation bar is a large blue banner with the district's name and tagline. Under the banner are 'Job Listings' and 'FAQ' tabs. The main content area is divided into a 'Welcome' section on the left and a 'Menu' section on the right. The 'Welcome' section contains instructions for new applications and a link for applicant chat support. The 'Menu' section contains links for job alerts, job listings, and password recovery.

Username  Password  [Sign In](#) [Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

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**Menu**

[Sign Up for Job Alerts](#)  
[View Job Listings](#)  
[I forgot my Username or Password](#)

6. You will then be able to apply for postings as an internal candidate.

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## Retrieving Username/Password

7. On the Job Board, select “I forgot my username or password” in the menu section:

Username  Password   [Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

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### Menu

- [Sign Up for Job Alerts](#)
- [View Job Listings](#)
- [I forgot my Username or Password](#)

### Job Listings

Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date <input checked="" type="checkbox"/>	Type	Location	
<a href="#">Library Media Specialist</a>	04/19/2022	Certified	Ardmore / Colwyn Elementary Schools	<input type="button" value="Apply"/>

8. Follow the prompts to reset your password.