TEACHFORAMERICA

APPLICATION FOR NEW HIRES

A Guide for Alternative Certification Candidates

NYC **Department of Education**
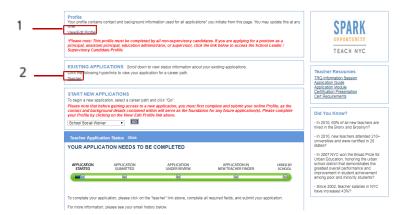Chancellor Richard A. Carranza

Overview

The NYC Department of Education (NYCDOE) requires all prospective new teachers to complete the NYC Online Teacher Application, which is an online application that will give you school specific hiring information and make you eligible to be placed on a school's payroll. This guide will help you accurately complete that application.

Because you will be joining the NYCDOE through an alternative-certification program, an application has already been created specifically for you. While we have pre-populated most of the information, it is your responsibility to confirm the information, update any parts necessary and complete the remaining sections. **You must complete and submit your application to be eligible for hire for the 2022-2023 school year.**

Getting Started

Your username and password for the New Teacher Application platform are in the message you received with this guide. Once you have successfully logged into the platform, you will be asked to update your password. Then, you will be directed to the candidate portal page titled **"Teaching Central."** To get started with your application, you must review two sections – your profile and your application – using the guidelines provided in the next few pages.

- **1. Profile:** In the box titled "Profile," click on *"View/Edit Profile"* to verify and update any information.

- **2. Teacher Application:** To complete and submit the application portion, click on the "Teacher" link within the box entitled *"Existing Applications."* You will then immediately be directed to the first page of your New Teacher Application. Please read below for steps on completing the application.

Completing your Teacher Application

- **Availability:** The response to the question on this section should be pre-populated to *'Immediately.'*
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- **Geographic Preferences:**
- **Borough preference:** Our application asks you for both your borough preference, as well as to select regions within boroughs. We hope that this will enable you to specify if you are interested in working in specific parts of a borough if not the whole borough.
  - o **Please select all the regions you would be interested in pursuing opportunities:**

  - o

- **Pre-K for All:** You are **not** eligible to teach Pre-K. You should enter *'No.'* You do not need to answer the "Are you currently working at a NYCEEC?" question.
- **Teachers of Tomorrow (TOT):** Please click *'Yes'* if you are interested in being considered for positions in designated TOT school. Please click *'No'* if you are not interested. *(Please note that while you can accept a position at a TOT school, you are not eligible to receive TOT grant money)*
- **NYC Men Teach:** As a part of a larger New York City initiative to address disparities that impact our boys and young men of color, NYC Men Teach is designed specifically to recruit and support male teachers of color in our classrooms. If you are interested in participating in this initiative, please click *'Yes.'* If not, click *'No.'*
- **Charter school Application Release:** You are <u>not</u> eligible to teach in charter schools. The answer to this question should be 'No.'

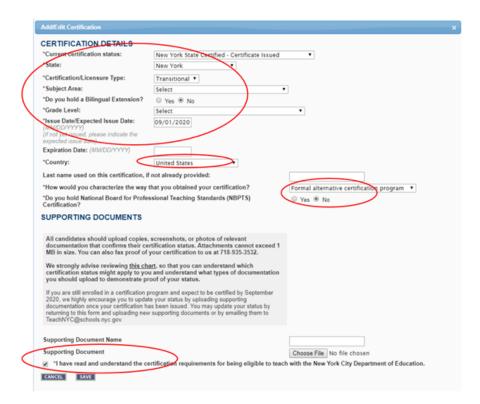**NYC Department of Education**
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- **Communication Preferences:** Please select from the available choices the best time you can be reached; enter your phone number; and answer *'Yes'* or *'No'* to indicate your willingness to receive texts from the Office of Teacher Recruitment.
- **Personal Statement:** The personal statement is optional for candidates. However, this portion allows you to share information about yourself, with principals, that is not available in other parts of your New Teacher Application, profile or resume. In this section, you can either answer the question asked directly or consider uploading a generic cover letter that could fit to a variety of schools, since multiple principals may see this.

Page 2: Experience, Certification

- **New Teacher Application Survey:** The responses should be pre-populated on the first part section. Answer the question "Did you attend an online or in person information sessions or speak/email with a representative from the Office of Teacher Recruitment and Quality?" *'Yes'* or *'No.'*

- **Experience:** Please click *'Yes'*, **only if** you have had previous paid, full-time experience in a school, please click *'Yes'* and include the total number years. Many preservice teachers will not have had paid, full-time experience in schools and should click on the *'No'* button.

- **Certification:** Please fill out as shown in the screenshot, adding your subject area.

- **Additional Expertise (OPTIONAL): You** are not required to answer this question.

Page 3: Resume and Personal Statement

- **Resume:** Please upload an updated resume in this section.

- **Personal Statement Question**: The personal statement is optional.

Preview: Submitting the Application

- **Preview**: Before you submit your New Teacher Application, we encourage you to review your application in the preview step and make any adjustments before clicking *'Complete'*. Remember, principals will have access to the information you supply, so it is essential that it is correct and free of typos.

After Submitting Your Application

Once you submit your application your application home portal page will reflect that your application has been submitted.

You can log back onto your New Teacher Application using your email and the password you created and make any updates to your application and common profile, including your contact information, resume, etc.

Thank you for completing your New Teacher Application!

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