



Aurora Public Schools
1085 Peoria Street
Aurora, CO 80011
(303)344-8060

Next Steps in the Application Process

- **Complete the online application. (Only one application is necessary for all positions)**
 - Go to the APS website www.aurorak12.org
 - Click on the **Work for APS** tab
 - Click **APPLY FOR Licensed, Classified, and Administrative/Professional Technical Job Postings**
 - **Review the left side regarding the online application process**
 - Under the Banner **External Applicants**, Click **Start an application for employment**
 - Click **START begin the process** or if you have previously started an application select **LOGIN to existing account**
- NOTE: Two (2) current letters of recommendation will be required to complete the application**
- **Interview**
 - The Site or Office will select from those applying and schedule candidates of their choosing for an interview.
 - Interviews are generally held at the school or building sites where the vacancy exists.
 - Following the interview, the school or site administrator contacts Human Resources and indicates level of interest in your candidacy.
- **Potential Offer**
 - If the administrator wishes to hire you, Human Resources will contact you to discuss the position, salary, benefits, etc.
 - Human Resources will keep your application on file for 12 months after your initial application was started.
- **You're Hired!**
 - If you accept an offer made to you by Human Resources, it will be time to visit the Classified Employment Office, located in the Educational Services Center – 4, 1085 Peoria Street, Aurora, CO 80011, to fill out the required paperwork before you can begin employment. Paperwork includes a W-4 Form, an I-9 Form, PERA enrollment form, and other benefits information. You will receive written information of the next steps for our employment during your visit to Human Resources and how to complete them in 1-2 weeks after you verbally accept an offer of employment.
 - **PLEASE NOTE: HIRING IS CONTINGENT ON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND FINGERPRINTS.**