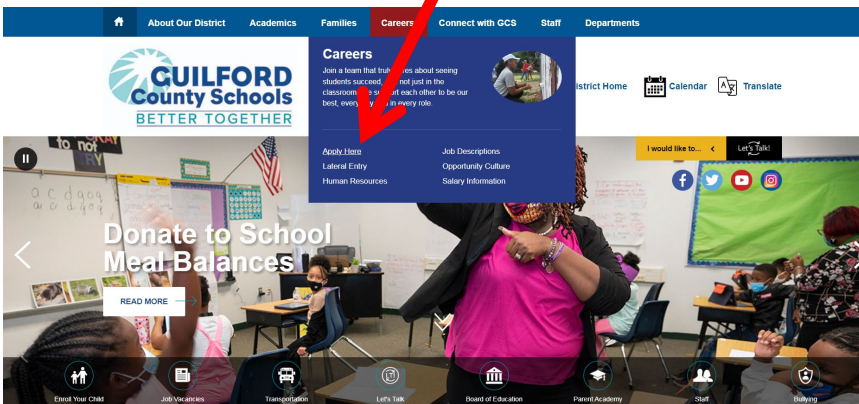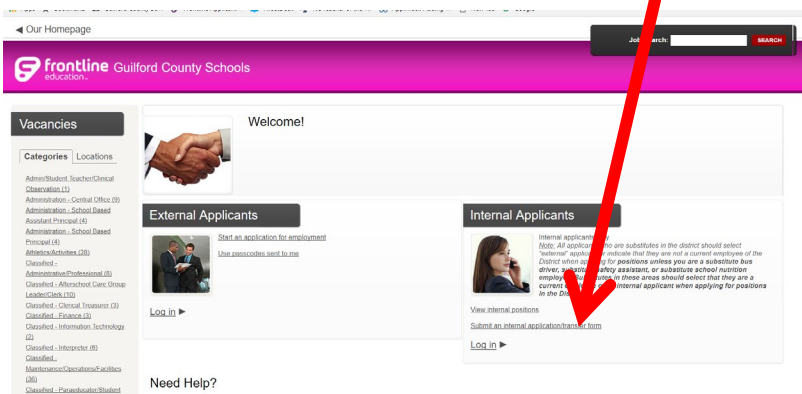# Directions for Completing a Transfer Application

- Go to the GCS website : www.gcsnc.com
- Click on the **CAREERS** tab

- Click on the **APPLY HERE** link

- Click **SUBMIT AN INTERNAL APPLICATION/TRANSFER FORM**

- Click **START** if you have never created an application in the AppliTrack/Frontline system.
- Click **LOGIN** if you have previously created an application in the AppliTrack/Frontline system.

- Complete the **PERSONAL INFORMATION** section and
- Click **NEXT PAGE** at the bottom of the screen

- Verify your **CURRENT EMPLOYMENT STATUS** (select YES, I am currently an employee of Guilford County Schools)
- Click **NEXT PAGE** at the bottom of the screen

- Enter in your **POSTAL ADDRESS**
- Click **NEXT PAGE** at the bottom of the screen

- On the ***Vacancy Desired*** page, type '***Transfer***' in ***Title Contains*** box and click ***Search***.

- ***Job ID 36737 will*** appear as a vacancy. Place a ***checkmark*** to the left of the vacancy.
- Once you place a **checkmark** in the box, a drop-down box will appear asking you to indicate how many years of experience you have in similar positions. ***Please indicate the appropriate number of years of experience as an educator (it does not have to be exact).***
- Click **OK** in the grey ***Action Required*** box

- Click on **NEXT PAGE** at the bottom of the screen.

If you started an application previously and selected a "Vacancy Desired," in order to bypass the other required sections of the application, you will need to DESELECT any Vacancy Desired.

- SKIP the next section, **POSITION DESIRED** by clicking ***until you get to page 6, Extracurricular.***

  - o ***DO NOT SELECT ANY OTHER POSITION DESIRED or you will be directed to complete additional sections of the Application which are not required for the transfer.***

OPTIONAL: Complete the **EXTRACURRICULAR ACTIVITIES** you may be interested in directing, coaching or advising, if any.

- Click **NEXT PAGE** at the bottom of the screen to scroll through all activities listed. Click NEXT PAGE until you get to step 7, **Transfer Information.**

- Complete the **TRANSFER INFORMATION**. You may select up to 5 locations to which you are interested in transferring. Any school, Any elementary, Any middle and Any high school are also options. You may also indicate up to 3 position preferences.
- Click **NEXT PAGE** at the bottom of the screen.

- Confirm that you are ready to submit your transfer application by selecting **SUBMIT APPLICATION** button in the middle of the screen. A pop-up window appears asking you if you "Are sure you want to submit your application?"
- Click *OK*.

- A confirmation appears showing that your application is *FINISHED* and was successfully submitted.

Please note: If you click a vacancy or position OTHER than the Licensed Transfer Pool position, you will be asked to complete the application requirements for the vacancies/positions you selected. If you need help or have any questions, please do not hesitate to call us at (336) 378-8806.