

Application Procedures:

All applications are taken online at [click here](https://admin4.applitrack.com/sd1525/adminsignin.aspx)
<https://admin4.applitrack.com/sd1525/adminsignin.aspx> .

Applicants should have a complete application that includes:

- An online application
- A letter of application
- Updated resume
- Updated transcripts
- Three letter of reference (at least one must be from a supervisor)

The Hazel Crest School District utilizes an online applicant tracking system, AppliTrack. All applications are submitted to the district online on the district's website at www.sd1525.org.

Applicants who may not have access to the appropriate technology may submit their application online at the district's Central Office and will be provided assistance as needed.

Internal candidates should submit an online employment transfer using AppliTrack Online System.

Selection Procedures:

After the deadline for receiving applications has passed, the appropriate administrator reviews applications and resumes, and selects candidates to be interviewed. The administrator conducts reference checks with immediate supervisors, and sends the recommendation to hire to Human Resources for final approval and processing.