1. **How do I know what jobs are available?**
   Go to NISD.NET and select the JOBS tab.

2. **Where can I go if I need help completing the application?**
   You can email the applicant processing department at apc@nisd.net. Or you can receive personal assistance with the application at any of several locations, including the Human Resources Department, 5617 Grissom Road, San Antonio, TX 78230.

   *In addition*, persons applying for *Auxiliary positions* such as bus driver, child nutrition worker, custodian, and maintenance worker, can use computers and receive assistance at the locations listed at the end of this FAQ page.

3. **How will I know if I am qualified?**
   Minimum qualifications for the job, as well as the job description, salary and other conditions of employment are stated in the job posting.

4. **What are “Potential Vacancies?”**
   Potential Vacancies are jobs that are filled from a general applicant pool, rather than a specific group of applicants who applied for a job at a specific location. We do not post a separate job posting for each vacancy due to the large number of vacancies that occur in certain positions like cafeteria workers, school clerks and instructional assistants.

5. **Why do some jobs have an End date of 12/31/9999?**
   Some job announcements are general employment notices for potential vacancies. The job announcement stays posted indefinitely but there may not be a current vacancy available. Applying for these positions places you in consideration for possible future vacancies.

   However, reposted positions also have an end date of “12/31/9999”. These are called “Open Until Filled” and refer to a reposted current vacancy. Once an applicant is hired into the position, the job announcement is removed from the website.

6. **If I am an employee of NISD, how do I view Internal Job Postings?**
   Log into Employee Self Service and select Employment Opportunities.

7. **Is my Employee Self Service login the same as my Applicant Profile login?**
   No. The Employee Self Service system allows employees access to internal and external vacancies. To be considered for a position you must create a new user id and
8. **Do I need to apply for a job opening to create a profile with Northside ISD?**
No, you do not need to apply for a job opening to create a profile with Northside ISD. To be considered for employment with Northside ISD, applying to a job opening is required. From the MUNIS Self Service page, click on the Create an Account link to create your profile. Once your profile has been created, you can use this profile to apply for job openings in which you would like to be considered.

9. **If I am unable to complete the application, can I return later to complete it?**
Yes, you are able to save your application and return at a later time to complete and submit. At the bottom of each section of the application is a Save for Later button, click this button to save your application.

10. **How do I retrieve my saved application?**
Vacant positions and access to your applicant profile can be found under employment opportunities.

11. **How do I know whether my application has been completed successfully?**
The application system automatically sends an email upon receipt of your application each time an application has been submitted.

12. **Will my references be contacted?**
All references submitted will be contacted via email upon receipt of your application. Northside requires that applicants provide three professional references, at least one of which must be from a current or most recent supervisor.

13. **If one of my references doesn’t return the reference form, can I provide a different reference?**
Yes, you can add references through your applicant profile.

14. **What if I want to make changes to my application or provide additional attachments?**
Updates and additional documents can be added through your Applicant Profile. However, once a document is submitted, it cannot be deleted.

15. **What do I need to do to make sure that additional attachments are accepted?**
All documents which have been submitted will be listed in your Applicant Profile under the Upload Attachment Section.

16. **What if I have forgotten my log-in Password? How can I retrieve it?**
The log-in page contains a “Click Here for PIN reminder” button if you have forgotten
your Applicant PIN login. It will request an email address in which to send the PIN. If you still have difficulties, email apc@nisd.net.

17. **How do I know if a position is filled? Can I contact the principal or hiring official to inquire?**
No, do not contact the hiring officials or the Human Resources Department. Vacant positions are usually filled within one month from the posting closing date. If you have not been contacted for an interview by that time, you may reasonably conclude that the position has been filled. The successful candidate will be contacted by the Human Resources Department with a job offer usually within two weeks after the interview.

18. **Who do I contact if my certifications are not correct in my applicant profile?**
Upon completing an application, certification information is downloaded directly from SBEC. Before contacting NISD please verify with SBEC that your certifications are accurate in their system and that you also entered an accurate social security number on your application. For any other issues regarding your application, send an email to the applicant processing department at apc@nisd.net.

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**Application Assistance for Auxiliary Positions**

- Transportation Department: all 5 stations Monday-Friday from 8am-5pm
- Child Nutrition Department: 7520 Mainland Drive Monday-Friday from 7am-3pm.
- Custodial/Maintenance: 7524 Mainland Drive Monday-Friday from 8am-3pm