Licensed Transfer Process Job Aid (Round 1)

SEARCH AND APPLY FOR ROUND 1 LICENSED TRANSFER PROCESS

Internal candidates will use this guide to walk through how to search and apply for Round 1 Licensed Transfer Process

1. Log into/Create Account in PowerSchool
   You must have an internal account to view the posting. Employees do not automatically have a candidate account.

To create an account, select the Internal link at the top of the page.
2. Enter your email address to confirm that you are an LCPS employee
3. Create your Profile information, Username, and Password. Note: You are not required to use your LCPS email.
4. Search for the posting under Job Listings. Use the term *Licensed Transfer Process* to search and select the ‘Apply’ button.
5. The job listing will display and select the ‘Apply for this Position’ button.
6. Answer the questions in the qualifications section and select the ‘Save and Continue’ button.
7. Ensure that your contact information is correct and complete the information about your current position and location and select the ‘Save and Continue’ button.
8. Complete the Licensed Transfer Process Questionnaire. Here you will be able to provide your preferred subject area(s) and locations you are most interested in working and select the ‘Save and Continue’ button.

9. Upload a copy of your resume and cover letter, and select the ‘Save and Continue’ button.

ATTACHMENTS

NOTE: Uploaded document must be in PDF, DOC, DOCX, TXT, RTF, TIF, JPG, GIF, or PNG file format. Please do not use special characters, spaces, commas or apostrophes in your file name.
10. Review your application, complete the ‘Application Confirmation Statement’, and select the ‘Save and Submit’ button.

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**Application Confirmation Statement**

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by Loudoun County Public Schools, I will abide by all School Board policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I may be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by Loudoun County Public Schools and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms above *

Your Initials *

Today’s Date *

[Date] 12/10/2021