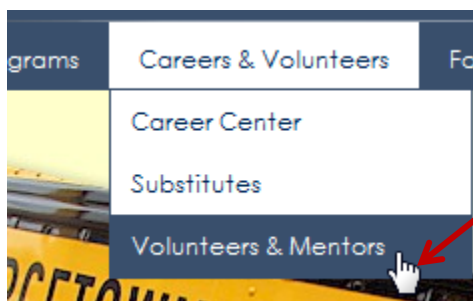




Volunteer Online Application with the FastTrack System

Thank you for your interest in serving as a volunteer for Georgetown ISD students! Georgetown ISD is using an online application system for volunteers that integrates with our human resources software and allows background check processing. To fill out an online application to be a volunteer, please follow these steps.

1. On the GISD home page (<http://www.georgetownisd.org>), click on the **Careers & Volunteers** link and then click on **Volunteers & Mentors** (last item in the drop-down menu).



2. On the Volunteers page, scroll down and click on the link that says **“Fast Track Online Application/Background Check.”**

about adding you to the list.

Please note that if you have ever used the FastTrack system before, either as a volunteer, mentor or a job applicant with the district, you will have an existing profile in the system and will need to log in using the information you used previously. If you have forgotten your login information, you must use the link to request a new password provided on the login screen.



[FastTrackOnline Application/Background Check](#)

Frequently Asked Questions

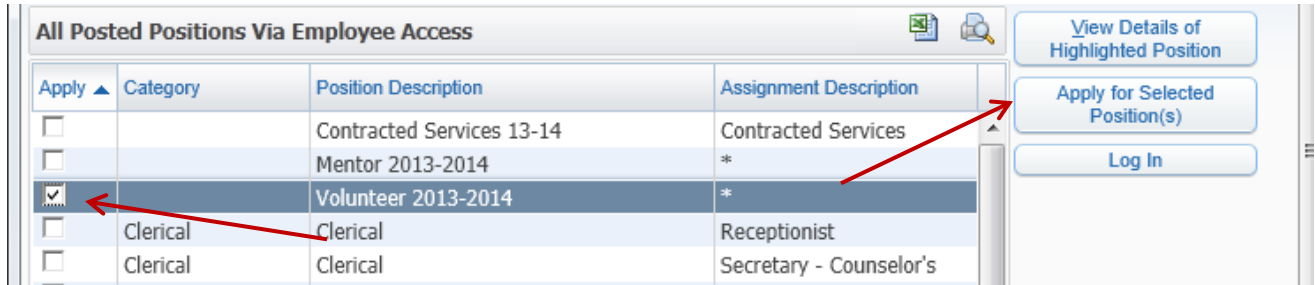
1. How long does it take to process a background check?

Depending on the time of year and the volume of applicants, it can take up to 5 business days to complete and process the background check. You will receive an email notification from the FastTrack system when your background check has been approved, denied, or if you need to provide additional information.

2. Why does GISD require a background check for volunteers and mentors?

GISD is required by state law to obtain criminal history record information on individuals who intend to serve as volunteers for the district (Texas Education Code 22.083). Your personal information as well as

- All currently posted positions will be listed on the page. Locate **the Volunteer Position posting at the top of the list of available positions**, and **click on the checkbox in the Apply column**. Then **click on the button on the far left that says “Apply for Selected Position(s)”**.



- The login screen will appear. **You will either login using an existing account if you're a returning system user, OR create a profile if this is your first time using the system.** The system will remember if you have ever used your SSN or email address in FastTrack before. You cannot create a new profile if you have but must log in with the existing profile.

Existing Users Please Log In

Username:

Password:

[Forgot your username/password?](#)

New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

* Your First Name:

* Your Last Name:

* Your Username:

* Your Password:

* Re-Enter Password:

* Your SSN:

* Re-Enter SSN:

RETURNING/PREVIOUS SYSTEM USERS:

If you've applied before using this system, log in with the username/password you set up previously. Forgotten this information? Click on the link that says "Forgot your username/password?" Your username and a reset password will be emailed to the address you used to apply before.

FIRST TIME SYSTEM USERS:

If this is your first time using this system, click on the checkbox that says "I would like to Create a New Profile." Then, enter your email address, first and last names, a username and password, and your SSN. Click Create Profile when you are done.

- The **Application Dashboard** window will appear next. You must complete or verify the **Contact Information and section** in order to submit your mentor application. If you've previously completed a volunteer or other application using this system, these sections may already be marked complete but you must re-verify them. **Click first on the "Edit" button under Contact Information.**

Application Dashboard

Job Listing

Listing ID: 130731002 Location: Type: Part Time
 Position: Volunteer 2013-2014 Dept: Deadline: 06/30/2014
 Assignment: Group: Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 2 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information Incomplete

Comments Optional

Georgetown Independent School District requests information about age, sex, race/ethnicity, and social security/driver's license numbers for the purpose of obtaining criminal history record information and for compliance with EEOC requirements. This confidential information is not used to determine eligibility for employment and is not sharing with hiring managers. Georgetown Independent School District is an equal opportunity employer and does not discriminate in hiring based on age, race, color, creed, religion, disability, gender, ethnic or national origin, or military or veteran status. GISD prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request.

- The **Contact Information** window will open. Fill out the window as shown. All fields with an asterisk (*) are required. Maiden and previous last names are required for background check purposes. When you are done, **check the box at the top of the window that says "I Have Completed This Contact Information to the Best of My Abilities"**. Then click **Save**.

Contact Information

I Have Completed This Contact Information To The Best of My Abilities:

Name and Contact Information

* First Name: JOHN Middle: * Last Name: DOE
 * Street Address: 411 MAIN STREET International Address
 Address Line 2: P.O. Box:
 * Postal Code: 78626 * City: GEORGETOWN * State: TX * Country: USA
 * Primary Phone: (512) 999-8888 Ext:
 Alternate Phone: Ext:
 Maiden Name: SMITH
 Other Last Name Used (1): JONES
 Other Last Name Used (2):

Confidential Information

* Social Security Number:
 * Re-Enter Social Security Number:
 Drivers License Number: 1234567 DL State: TX
 * Date of Birth: 06/17/1974
 * Gender: Female
 Ethnicity: Hispanic/Latino?
 * Federal Race:
 American Indian/Alaskan Native
 Asian
 Black/African American
 Hawaiian/Pacific Islander
 White
 Marital Status: Married
 * Are You An Employee of the District: YES NO

7. You will be returned to the **Application Dashboard**. The **Contact Information** area should now say **“Completed.”** Click on the **Submit to HR** button.

Application Dashboard

Job Listing

Listing: 120516002 Type: Part Time
 Position: Volunteer 2012-2013 Dept:
 Assignment: Group:
 Location: Deadline: 06/01/2013
 Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 3 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information
 Contact information including your name, phone number and address. **Completed** [Edit](#)

General Questions
 You will be required to answer general questions about your qualifications for this position. **Completed** [Edit](#)

[Submit to HR](#) [Cancel Application](#) [Return to Profile](#)

8. You will see a **Profile Data screen last**. This shows your application status (should read “Submitted”) and any messages you may have received. Your application and criminal history background check will be processed by HR. You can check back to see your status or any messages by using the user name & password you set up. **Click the Log Out button at this time.**

Profile Data for JOHN DOE

Profile Section	Status	Last Updated
Update Email Address and Username/Password	Completed	05/17/2012
Update Name and Contact Information	Completed	05/17/2012
Update General Questions	Completed	05/17/2012
Update Comments	Optional	

Your Account

5 New Messages

[View Messages](#) [Log Out](#) [View Posted Positions](#)

Your Applications

Open (1) Processing (0) Closed (1)

Open Applications:

	Position	Assignment	Location	New Msg	Status
Edit	Volunteer 2012-2013	*		3	Submitted

After your application is submitted your criminal history background check will be processed. Please allow 1-5 days for processing. If approved and cleared, you will receive an email notification of your addition to the approved volunteer list. Please note that your clearance for volunteering is valid ONLY for the current school year and expires on June 30th regardless of when you submit your application during the current school year.