CREATE AN APPLICATION PROFILE ACCOUNT

Click here to visit the Burleson ISD application website.

1. When you click apply, you can either apply with your credentials or, if you are a new user, you can create a profile. ***Applicants must have a profile before they can apply for a position within the district.***

> - **New to the Burleson ISD system:**
>   - New users must create a profile. Check the "I Would Like To Create a New Profile" button and complete the required fields.
> - **Active BISD Employee:**
>   - Existing employees cannot use a work email address to create a profile.
>   - Click the "Apply for Selected Position(s)" button and fill out the Create a Profile section using a different email address.
> - **Already have a Burleson ISD FastTrack Profile:**
>   - Existing account users must log in with their credentials.
>   - Click the "Apply for Selected Position(s)" button and fill in the login section.

2. Complete the application process.

   a. The bold red statement at the top of each page *(I have completed 'said section' to the best of my ability)* must be checked before you can move to the next section of the application.
   b. Once all sections are complete, you must select "Submit to HR" to complete the application process. NOTE: Clicking "Close" will cancel an application submission.
   c. At least one of your three references must be from a previous employer.
   d. Teacher applicants who have not graduated must present a status letter from the attending university.
   e. Teacher applicants who have graduated but are not yet certified must present a statement of eligibility from their alternative certification program.