

https://a1-1.applitrack.com/fortworth/onlineapp/admin/\_admin.aspx

AppliTrack

Fort Worth ISD Selma.Lister-Williams Learning Center Log Out

Search

My Dashboard Welcome My Recent Activity

My Dashboard

Applicants

**Forms**

Interviews

Settings

My Account

Inbox News Search

Welcome,  
Selma.Lister-Williams

My Recent Vacancies

- JobID 1195: Part-time Instructor Pool - Adult Education at ADULT EDUCATION

My Recent Files

- Applicant 35427: Jennifer Steffen
- Applicant 34893: James Pinto
- Applicant 15457: Latosha Asemota
- Applicant 33106: Mary Holmes
- Applicant 32794: Nausheen Ebrahim
- Applicant 9146: Juanita Williams

Folders and Routings

- Routing: JobCode: 1185 - Part-time Clerk Pool - Adult Education - ADULT EDUCATION
- Routing: JobCode: 1195 - Part-time Instructor Pool - Adult Education - ADULT EDUCATION

On dashboard page of Applitrack, in the left hand column click on 'FORMS' Button

https://a1-1.applitrack.com/fortworth/onlineapp/admin/\_admin.aspx? AppliTrack System - fortwo... x

FRONTLINE  
AppliTrack  
Fort Worth ISD Selma.Lister-Williams Learning Center Log Out

Main Menu

Filter

Forms

- My Forms Inbox
- My Sent Forms
- Send a Form
- Fill Out a New Form**
- View Submitted Forms By Category

My Dashboard Welcome My Recent Activity

Welcome,  
Selma.Lister-Williams

News Search

My Recent Vacancies

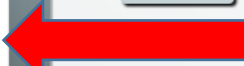
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Folders and Routings

- Routing: JobCode: 1185 - Part-time Clerk Pool - Adult Education - ADULT EDUCATION
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When the column page refreshes, click on 'Fill Out a New Form'

- Forms
- My Forms Inbox
- My Sent Forms
- Send a Form
- Fill Out a New Form**
- View Submitted Forms By Category

### Fill Out a New Form

Select from the available form types below  
Form: [edit](#) Context: [edit](#)

Forms	Type	Workflow
<input type="checkbox"/> PART-TIME HOURLY / TEMPORARY NEW HIRE PERSONNEL FORM - <a href="#">preview</a>	Standard Form	Multi-Step

Selection of multiple forms having mixed context or workflow types is not allowed.

Click on empty box next to: PART-TIME HOURLY/TEMPORARY NEW HIRE PERSONNEL FORM

- Forms
- My Forms Inbox
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### Fill Out a New Form

Select from the available form types below

Form: [edit](#) Context: [edit](#)

Cancel

Search	Type	Workflow
Forms		
<input checked="" type="checkbox"/> PART-TIME HOURLY / TEMPORARY NEW HIRE PERSONNEL FORM - <a href="#">preview</a>	Standard Form	

Selection of multiple forms having mixed context or workflow types is not allowed.

Once box has been check; click on 'Continue with Selected Forms' in bottom right corner



- Forms
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### Fill Out a New Form

Identify the applicants, postings, and users. A separate form instance will be generated for each context.  
Form: [WORKFLOW RECOMMENDATION FOR HIRE PART TIME HOURLY PERSONNEL FORM](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an \*.

\* Select associated **applicant**



Enter last name, first name of candidate you are recommending to generate candidate; select their name.

Once candidate selected, click on 'Next' Button.

Next »



Once the 'Next' button has been clicked; the following window will open with the Recommendation For Hire form for you to complete. Please enter all information completely and correctly to ensure efficient processing.

**PART-TIME HOURLY / TEMPORARY NEW HIRE PERSONNEL FORM**

Organization: Fort Worth ISD      Applicant: [Angel Maldonado](#)  
Assigned To: User - [angel.maldonado@fwisd.org](mailto:angel.maldonado@fwisd.org)  
[Show History](#)

Please answer the questions below.

- \* Candidate Name
- \* Candidate Contact Phone Number
- \* Candidate Primary E-mail
- \* Budget Number
- \* I will be utilizing the employee as a
- \* Anticipated start date
- \* Anticipated end date
- \* Budget Owners Location Name
- \* Budget Owners Phone Number

I am attesting it is my responsibility to ensure that the Part-Time Hourly or Temporary Employee stay with in the guidelines I selected above

\* Signature

\* Budget Office Comments

\* Budget Office Approval Signature  
 Read-Only

I understand I can only work a maximum of 14.5 hours per week as a Part-time Hourly/Temporary employee or up to 40 hours a week for a maximum of 4 1/2 months as designated by the hiring supervisor.

\* Signature  
 Read-Only

\* HCM Approved by  
 Read-Only

\* First Day of Employment

Select if employee will be temporary or a part-time employee

After typing your name into 'Budget Owner's Signature' be sure to click the button to digitally sign the document with a time stamp.

**PART-TIME HOURLY / TEMPORARY NEW HIRE PERSONNEL FORM**

Organization: Fort Worth ISD      Applicant: [Angel Maldonado](#)  
Assigned To: User - [angel.maldonado@fwisd.org](mailto:angel.maldonado@fwisd.org)  
[Show History](#)

Please answer the questions below.

- \* Candidate Name
- \* Candidate Contact Phone Number
- \* Candidate Primary E-mail
- \* Budget Number
- \* I will be utilizing the employee as a
- \* Anticipated start date
- \* Anticipated end date
- \* Budget Owners Location Name
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- \* Signature

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- \* HCM Approved by

- \* First Day of Employment

Once all information has been filled out completely and form has been digitally sign, click the 'Submit Form' button.

At this point, the form will be sent to the employee via Frontline for them to acknowledge the marked information (BLUE). Please follow up with your candidate to ensure they complete that section immediately. Once signed and submitted the form will go to Budget for approval. Once approved the Transactional Team will be notified to start the onboarding process.

When candidate completes hiring process and receives their badge, Transactional Team Member processing that candidate will complete bottom of the form under 'HCM Approved by' and enter employees start date in 'First Day of Employment'. TT Member will then submit form to complete workflow process notifying the user who sent the form initially.