

## WNYRIC Applicant Tracking – Create New Application!

Open a new web browser and type application url: <http://www.wnyric.org/application>

Save the url to **My Favorites**

Click the Green **Applicant Login** button

Admin Log In Employee Access search

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Contact Us Locations Staff Directory I Want To...

Students of All Ages Training & Workshops Our Services About Us WNYRIC

WNYRIC / Services / Applicant Tracking

wnyric

About WNYRIC  
Contact Information  
Advisory Groups  
Forms Library  
WNYRIC School Districts

Locations

WNYRIC Main Office  
Erie 1 BOCES  
355 Harlem Road  
West Seneca, NY 14224

Our Offices  
BOCES We Serve  
RICS Across NYS

Services Staff Development Data Readiness Service Desk

### Applicant Tracking

Applicant Login Employer Login Service Directory Create Application View Certified Jobs View Classified Jobs

**The WNY School Application System**  
*"Schools work together in the best interests of children."*

The WNYSchool Application System is a consortium of schools brought together to offer an on-line application process to prospective teachers and administrators. Applicants complete a thorough application which is stored in a shared database. Documents such as resumes, transcripts, and letters of recommendation can be attached to the application.

When the application is complete, the applicant receives confirmation via email. Districts post positions on the site and applicants can attach their documents to any posting or leave it in the general database. Individual districts can only see applications where the applicant has explicitly checked that district. Each of the districts in the consortium use query tools to access their data and find the best match for positions.

Currently the school districts involved are listed below (the list is continuously growing). To learn more about any of these school districts, click on the desired school name to access its website.

Did You Know? Helpful Hint of the Month

Click the blue button to **CREATE ACCOUNT**

## WNY Schools Standard Application

### Step 1

#### Create an Account

You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your application, add attachments, or view your application.

### Step 2

#### Complete your Application

You may exit the program at any time and return to complete it at your convenience.

### Step 3

#### Apply for Open Positions

Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and select the jobs for which you would like to apply.

### User Login

Username

Password

[LOGIN](#)

- OR -

[CREATE ACCOUNT](#)

[having trouble logging in?](#)

### Available Jobs

[click to view current openings](#)

[view open certified positions](#)

[view open classified positions](#)



## Add Applicant page displayed

### Add Applicant

#### Disclaimer

By submitting this form, I certify that the information given in this application is true and complete to the best of my knowledge.

I authorize selected district members to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with this application.

In the event of employment, I understand that false or misleading information given in this application or interview(s) or any omission of information may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the School District.

\*\*\* Please write down your username and password for future reference. Access will NOT be granted to the system without a correct username and password. Also note that the password is case sensitive.

\* First Name

Middle Initial

\* Last Name

Social Security Number (preferred, no dashes) [\(Help\)](#)

\* Email Address [\(Help\)](#)

Applicant Type	Descriptions
Certified	These include teachers, administrators and other positions requiring certification through NYS SED.
Classified	These include non-certified school support services such as technical positions, program coordinators, nurses, aides, bus drivers, maintenance personnel, and other related positions.

\* Applicant Type  Certified  Classified

\* Username [\(Help\)](#)

\* Password

*Passwords are case sensitive*

[\(Help\)](#) Password Strength

\* Confirm Password

*Passwords are case sensitive*

You must click the "Save and Next" button in order for your changes to be saved.

[CANCEL](#)

[UNDO](#)

[SAVE AND NEXT](#)

Add Applicant Page - Records with a **Red (\*)** are required and must be completed!

Be sure to select application type: **Certified** or **Classified**

You can login again later and Go To: **General Information Page** to checkmark both **Certified** and **Classified** to have a **Blended** application. A Blended application will allow you to apply to both **Certified** and **Classified** job postings!

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## Add Applicant

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\* Applicant Type  Certified  Classified ←

\* Username [\(Help\)](#)  ←

Passwords are case sensitive

\* Password  ←

Password Strength [\(Help\)](#)

Passwords are case sensitive

\* Confirm Password  ←

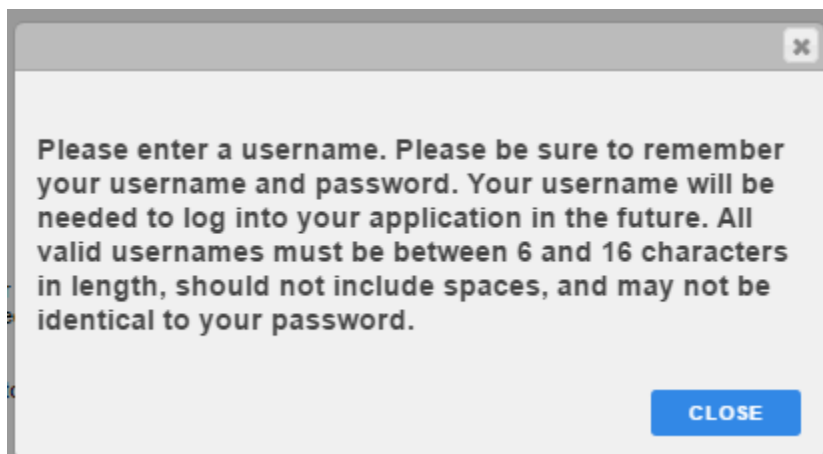
You must click the "Save and Next" button in order for your changes to be saved.

←

Click the [\(Help\)](#) links to learn more

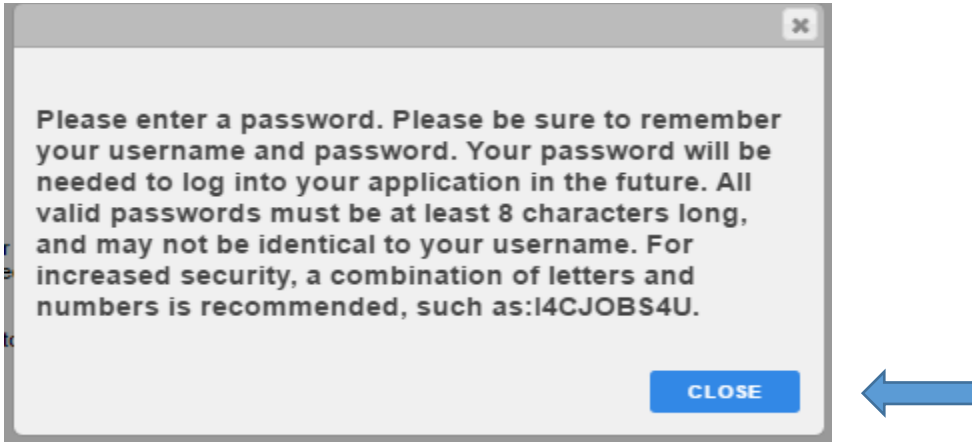
Username [\(Help\)](#)

Click the [CLOSE](#) button to **CLOSE** the message prompt!



Password ([Help](#))

Click the [CLOSE](#) button to **CLOSE** the message prompt!



Upon completion of the **Add Applicant** page be sure to click the **SAVE AND NEXT** button

Use the **CANCEL** button to **CANCEL** and the **UNDO** button to **UNDO**

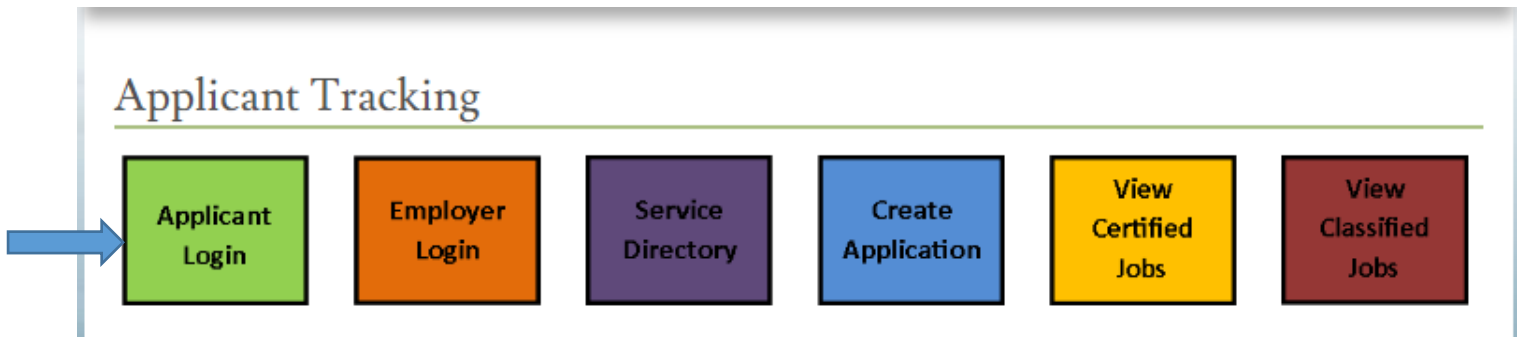
You must click the "Save and Next" button in order for your changes to be saved.



You are now ready to login to your new WNYRIC Applicant Tracking on-line application

**url: <http://www.wnyric.org/application>**

Click the Green **Applicant Login** button



Enter your **Username** and **Password** and click the **LOGIN** button

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**Create an Account**  
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**Complete your Application**  
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**Available Jobs**  
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For further assistance please contact our WNYRIC Service Desk:

Western New York Regional Information Center  
Erie 1 BOCES  
Service Desk  
716.821.7171  
800.872.0780

e-mail: [servicedesk@e1b.org](mailto:servicedesk@e1b.org)