



Welcome to BEACON Brevard Employment Application Center ONLINE!

The following pages contain
information and helpful hints for
our online application center –
BEACON



To Create an Account or Log In

Begin by creating your account



Log-In

If you have NEVER used our system before, [click here](#) to set up a new account.

If you are RETURNING to update your account, please log in with the following information:

User-Id: [Retrieve your User-Id](#)
Password: [Retrieve your Password](#)

Log-In Cancel

Please Note: A signed and completed employment application MUST BE ON FILE in the Human Resources Services Office or ONLINE in the BEACON Job Center to be considered for an advertised position.

If you need an accommodation to participate in the application selection process, please notify Human Resources in advance. Applicants who are veterans and seeking initial employment by a covered employer will be given preference if they qualify under Florida Statute, Chapter 295.

Prepared by Human Resources Services
2700 Judge Fran Jamieson Way - Viera, Florida 32940
Phone: 321.653.1000 Fax: 321.653.3325
A Drug-Free Workplace - An Equal Opportunity Employer
Selected applicants are subject to drug testing



Log In

AT200. Account Creation

The District shall require a copy of your original social security card for the following purposes:

1. Citizenship or immigration status validation, as required by the U.S. Department of Homeland Security or other agencies;
2. Benefit processing, including membership in the Florida Retirement System, Health Insurance, or other benefits offered by the School District;
3. Reporting requirements of the I.R.S., Social Security Administration, Florida Agency for Work Force Innovation, and other agencies;
4. Criminal background checks required by law;
5. Other purposes as directed by the employee, such as direct deposit of wages or salary, etc.

I have read the above disclosure statement and wish to proceed with the application.

Continue Cancel

To proceed with the application, please read the information, select the radio button and click 'Continue'

If you do not wish to create an application, select 'Cancel'

To access to your account in the future, just type your User-Id and Password



Log-In

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To Create an Account or Log In continued



AT200. Account Creation

*** Required Fields**

User Information

Complete the following information to create your account:

First, create a User-Id and Password. This is something you will need to remember for future use. Without it you won't be able to access your account. User-Ids and Passwords are not Case-Sensitive.

* User-Id: Must be between 6 and 15 characters long.

* Password: Must be between 6 and 15 characters long, and contain both letters and numbers. No Special Characters Allowed.

* Re-Enter Password: Must be between 6 and 15 characters long, and contain both letters and numbers. No Special Characters Allowed.

Second, fill in the following personal information:

* Applicant Type: New

* Social Security # (No Dashes):

* Re-Enter Social Security # (No Dashes):

* Date of Birth: / / To change the information in the Month and Day fields, click on the arrow pointing down, and click on the correct selection.

* Last Name:

* First Name:

Middle Name:

Maiden/AKA Name:

* Marital Status:

Fill in all required fields - Required fields are marked by a **red asterisk ***

Email Address:

Verify Email Address:

Without an email address we may be unable to keep you informed of all the updates to your profile

Veteran's Status

* Are you a veteran? Yes No

Are you a retired veteran? Yes No

Do you wish to use Veteran's Preference for employment with this agency? Yes No

If you chose Yes on the Veteran's Preference question, you must complete the **Veteran's Preference Status** section on the **Applicant Home Page**.

Law Enforcement Background

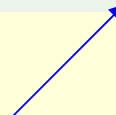
* Are you a current or former law enforcement officer, other employee ** or the spouse or child of one, who is exempt from public records disclosure under *Florida Statute 119.07(3)(k)1*? Yes No

**Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, and certain investigators in the Department of Health and Rehabilitative Services [SEE 119.07(3)(k)1, F.S.].

Emergency Contact

* Name:

* Phone #: - -




Click 'Save' to submit your information.




Your BEACON Applicant Home Page





BEACON - Brevard Employment Application Center ONline

BREVARD COUNTY SCHOOL BOARD - HUMAN RESOURCES SERVICES




Personal Information
[| Edit Personal Information](#) | [| Edit Password](#) | [| Logout](#) |

User: APPLICANT
Name: ANY APPLICANT
Messages:


Address: 2700 JUDGE FRAN JAMIESON WAY
VIERA, FL 32940
Email: APPLICANT.ANY@YAHOO.COM
Home: (321)633-1000 Other:

[Check Pre-Submission Status](#)

Downloadable Documents
Adobe Reader Required
[Reference Form](#)
[Florida Retirement system \(FRS\) Certification Form](#)
[Veteran's Preference Form](#)



General **Misc.**

Complete each form below. Once the link has a  beside it that form is complete.

All Positions
[General Application](#)
[Previous Work Experience](#)

Please Note: A signed and completed employment application **MUST BE ON FILE** in the Human Resources Services Office or ONLINE in the BEACON Job Center to be considered for an advertised position.

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**Your beginning BEACON homepage will look similar to this.
Now it's time to complete your application!
Click 'General Application' to get started!**



Filling out the General Application



BEACON - Brevard Employment Application Center Online
BREVARD COUNTY SCHOOL BOARD - HUMAN RESOURCES SERVICES

Home Log Out

AT202. General Application *****

*** Required**

Employment Information

* Are you currently employed? Yes No

If Yes, may we contact your employer? Yes No

* Have you been employed by this school district before? Yes No

If you have been employed by this school district before:

Position: EMPLOYMENT SPEC V

Beginning Date: August / 09 / 1994

Ending Date: January / 07 / 2009

When are you available to begin work?

Full-Time: January / 08 / 2009

Part-Time: Month / 05 /

Retirement Information

* Are you receiving retirement benefits from the Florida Retirement System? Yes No

* Have you taken a distribution from the Florida Retirement System Investment Plan? Yes No

Fill out your online application as completely as possible. Remember, required fields are marked by a red asterisk *

When you have a completed, verified account online, BEACON will send emails to you when there is a position posted that is in an 'Area of Interest' that you have chosen

* **Areas of Interest**

Choose all that apply:

Administrator - District Level

Administrator - School Site (Principal, Asst. Principal)

Community Coach

Instructional Staff (Teachers K-12)

Managerial (Cafeteria Manager, Supervisor, Foreman)

Professional/Technical (Accountant, Computer Programmer)

Support Personnel (Bus Drivers, Clerical, Custodial, Classroom Assistants, Food Services, Secretary, and Other Non-Teaching Positions)

Vocational

Criminal Background

Failure to answer the questions below accurately could cause denial of certification/employment.

Sealed/Expunged Record:

A Yes or No answer is required by Federal Law. If you choose Yes, you must complete the Sealed/Expunged Records section on the Applicant Home Page.

* Have you ever had a criminal record sealed or expunged? Please submit a certified copy of legal disposition and/or court document related to each arrest. Yes No

Criminal Record:

A Yes or No answer is required by Federal Law. If you choose Yes, you must complete the Criminal Records section on the Applicant Home Page.

* Have you ever had a criminal charge or physical arrest, notice to appear and/or convicted, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest) to a crime other than a minor traffic violation? (DUI is NOT a minor traffic violation.) Please submit a certified copy of legal disposition and/or court document related to each arrest. Any record that has NOT been SEALED or EXPUNGED must be reported in this section. Yes No

BUS DRIVERS AND MAINTENANCE APPLICANTS ONLY

A Yes or No answer is required by Federal Law. If you choose Yes, you must complete the Traffic Violations section on the Applicant Home Page.

* Are you licensed to drive in Florida? Yes No

* Have you at any time during the past three years, been charged with a traffic violation? Yes No

Save Cancel

Click 'Save' to submit your information.



Applicant Home Page continued



Personal Information
[| Edit Personal Information | Edit Password | Logoff |](#)

User: APPLICANT
 Name: ANY APPLICANT
 Messages:

Address: 2700 JUDGE FRAN JAMIESON WAY
 VIERA, FL 32940

Email: APPLICANT.ANY@YAHOO.COM
 Home: (321)633-1000 Other:

[Check Pre-Submission Status](#)

Downloadable Documents
 Adobe Reader Required
[Reference Form](#)
[Florida Retirement system \(FRS\) Certification Form](#)
[Veteran's Preference Form](#)

Make changes to your account personal information here.

General **Administrator** **Misc.**

Complete each form below. Once the link has a ✓ beside it that form is complete.

All Positions
 ✓ [General Application](#)
[Education Beyond High School](#)
[Previous Work Experience](#)
[Work/Professional References](#)

Instructional Positions
[Instructional Addendum](#)
[Instructional Positions of Interest](#)
[Instructional Questionnaire](#)

Vocational Positions
[Vocational Addendum](#)
[Vocational Positions of Interest](#)

Support Personnel Positions
[Support Personnel Addendum](#)

Professional/Technology Positions
[Professional/Technical Addendum](#)

Coaching Positions
[Coach's Addendum](#)

Notice the ✓ beside 'General Application'? That means that you have completed the application part of your account.

When you have ✓'s beside all of the areas in your account, you will be able to submit your application and begin looking for a position.

Please check any additional tabs that may need attention from you.

General **Administrator** **Misc.**

Complete each form below. Once the link has a ✓ beside it that form is complete.

All Administrator Positions
[Work References](#)
 Administrator - District Level Positions
[Administrator Addendum - District Level](#)
 Administrator - School Site Positions
[Administrator Addendum - School Site](#)
 Managerial Positions
[Managerial Addendum](#)

General **Administrator** **Misc.**

Optional Information
[Sponsored Extracurricular Activities](#)

Misc. Information
[Applicant Job Filter](#)



Submit Your Application

BEACON - Brevard Employment Application Center Online
BREVARD COUNTY SCHOOL BOARD - HUMAN RESOURCES SERVICES

Personal Information
| [Edit Personal Information](#) | [Edit Password](#) | [Logout](#) |

User: APPLICANT
Name: ANY APPLICANT
Messages:

Address: 2700 JUDGE FRAN JAMIESON WAY
VIERA, FL 32940
Email: WYATTJ@BREVARDSCHOOLS.ORG
Home: (321)633-1000 Other:

SUBMIT YOUR APPLICATION

Downloadable Documents
Adobe Reader Required
[Reference Form](#)
[Florida Retirement system \(FRS\) Certification Form](#)
[Veteran's Preference Form](#)

Get Adobe Reader

General Administrator Misc.

Complete each form below. Once the link has a beside it that form is complete.

All Positions

- [General Application](#)
- [Education Beyond High School](#)
- [Previous Work Experience](#)
- [Work/Professional References](#)

Instructional Positions

- [Instructional Addendum](#)
- [Instructional Positions of Interest](#)
- [Instructional Questionnaire](#)
- [Instructional Certification](#)

Support Personnel Positions

- [Support Personnel Addendum](#)

Professional/Technology Positions

- [Professional /Technical Addendum](#)

Once you have completed and have checks for all information areas, you are ready to submit your application

Click the link

BEACON - Brevard Employment Application Center Online
BREVARD COUNTY SCHOOL BOARD - HUMAN RESOURCES SERVICES

Personal Information
| [Edit Personal Information](#) | [Edit Password](#) | [Logout](#) |

User: APPLICANT
Name: ANY APPLICANT
Messages:

Address: 2700 JUDGE FRAN JAMIESON WAY
VIERA, FL 32940
Email: WYATTJ@BREVARDSCHOOLS.ORG
Home: (321)633-1000 Other:

Application Pending Approval - Check Document Status

Downloadable Documents
Adobe Reader Required
[Reference Form](#)
[Florida Retirement system \(FRS\) Certification Form](#)
[Veteran's Preference Form](#)

Get Adobe Reader

General Administrator Misc.

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Instructional Positions

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- [Instructional Positions of Interest](#)
- [Instructional Questionnaire](#)
- [Instructional Certification](#)

Support Personnel Positions

- [Support Personnel Addendum](#)

Professional/Technology Positions

- [Professional /Technical Addendum](#)

Once you submit your application, you will not be able to make any changes until it has been 'Approved' by Human Resources.