APPLICATION INSTRUCTIONS
ADDITIONAL ADULT ASSISTANT, KINDERGARTEN ASSISTANT, PRE K PAID HELPER & LUNCH ROOM ASSISTANT

Baltimore County Public Schools (BCPS) Office of Staffing hires Additional Adult Assistants, Kindergarten Assistants, Pre-K Paid Helpers & Lunch Room Assistants throughout the year. The general application and hiring process is outlined below.

Step One – Complete the Application
• Access the Baltimore County Public School application Careers Website and complete the online application through the Frontline Education system.
• Please note applications without the required CPR card and license will be receive an email requesting the information to be uploaded before moving forward.
• Once your application has been submitted you will receive an email from mailbot@applitrack.com confirming your application submission.

Step Two – Contact Schools
• Access the Baltimore County Public School directory.
• Contact schools of interest to inquire about openings as an Additional Adult Assistant, Kindergarten Assistant, Pre K Paid Helper or Lunch Room Assistant.

Step Three- Screening Interviews
• If contacted by a school, schedule and attend a screening interview to learn more about the needs of the individual position.

Step Four – Accept BCPS Offer Letter
• Applicants that are moving forward in the hiring process will receive an electronic offer letter from the email address mailbot@applitrack.com.
• Applicants must electronically sign and accept the offer letter in order to move forward in the hiring process.

Step Five- Complete HB486 Forms
• HB486 Forms are sent to applicants at the same time the offer letter is sent. Please note, in compliance with MD House Bill 486, the State of Maryland requires Baltimore County Public Schools to obtain information from an applicant’s current and previous employer where a position was held in which the applicant came into contact with minors. You will receive a form via email for each employer listed and the form must be completed for all previous employers, including Baltimore County Public Schools (in the event you are a current/ former BCPS employee).
Step Six – E-Verify and Fingerprinting

- Once the Offer Letter is accepted, applicants will be marked as Accepted within the system and will receive an automated email with further instructions.
- You will receive an email from BCPS HR Staffing with a login and password for Silk Road E-Verify and Onboarding System. **You should not schedule your fingerprinting appointment until you have received the email with the login information.** If you have accepted your Offer Letter and have not received the BCPS HR Staffing email with your login information within **3 Business Days** please reach out to the Office of Staffing.
- Complete the E-Verify process. E-Verify must be complete to schedule a fingerprinting appointment. All necessary documents must be completed.
- Complete fingerprinting. Schedule a fingerprint and background check by calling (877) 467-9215 Monday through Friday between 8:00AM and 5:00PM, or access the [IBT Website](#). Applicants are seen by appointment only. For hours of operation, directions or questions please contact (443) 809-8941 or log onto the [Fingerprinting Website](#).

Additional Notes:

- PLEASE NOTE: Those who possess a valid BCPS employee fingerprint card do not need to be re-fingerprinted. The Office of Investigations and Records Management can verify the validity of your card. You must have worked in the last 365 days in order for your card to be valid.