



Mechanics and Bus Operators Job Fair

9:00 AM - 12:00 PM

**September 13, 2018
and September 24, 2018
Pine Hills Compound
5140 N. Pine Hills Road
Orlando, FL 32808**

Fast track your application by pre-applying at:
www.ocps.net.

Not able to attend our job fairs? Call
407-317-3854 for an interview appointment!

OCPS Staff Will:

- Assist with the application (Please bring your resume and Photo ID)
- Conduct on-the-spot interviews
- Explain the training and hiring processes

Referred by an OCPS employee?

Employee Name: _____

Employee ID#: _____

Bus Operators:

- High school diploma or GED preferred, but not required
- English proficiency is required
- Valid Florida driver's license with 5 years driving experience and a clean driving record
- Benefited pay rates from \$12.57 to \$13.20/hour
- Additional credit for military service

Mechanics (12-month positions):

- High school diploma or GED
- Valid Florida driver's license with 5 years driving experience and a clean driving record
- Experience with service and repair of gasoline and diesel vehicles and equipment (Minimum 6 months experience) with ability to become School Bus Inspector
- Pay rate from \$14.09 to \$22.34/hour
- Additional credit for military service

Benefits:

- Paid training to get CDL license
- Paid Pre-employment activities-fingerprinting, background checks and drug screenings
- Retirement packages through the Florida Retirement System
- Ask about our part-time options for Bus Operators
- Paid employee health insurance valued at \$8400
- Uniform program for Bus Operators and Mechanics

Orange County Public Schools is a drug-free workplace.
Post-offer drug testing is mandatory.
The Orange County School Board is an equal opportunity agency.

How to complete your OCPS on line application

1. Log onto www.ocps.net

- ❖ On the home page, half way down the page, under quick links section, you will see a grey box with an icon for jobs and careers. Click on that icon for jobs and careers. That will take you to the Employment Services Page.



2. Once on the Employment Service Page you will see several boxes to choose from:

- **Instructional** – select this if you are applying to a teacher position (resume required).
 - **Non-Instructional/Support Staff** – select this if you are applying to any classified non-teaching position.
 - **Administrative/Technical** – select this if you are applying to a management or technical position (resume required).
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- ❖ **Making your selection will take you to the application page. Click on the box “search and apply for” this will take you to the search page.**
 - ❖ Click on category and select “transportation/mechanic/bus operator/monitor” from the dropdown window. This will bring up the open positions in transportation. To apply to a position click on the title of the job you are interested in under job posting. This will bring you to a page that gives more information about that position. If you would like to apply for that job, click on the “apply for this job online” button on the right hand side of the screen. This will bring you to a page that will ask you to enter your email address. Once entered click “next”.

3. Completing your profile

- **Personal data** – please make sure all your information is current and correct
 - **Education/training** – we need at least your high school information entered
 - **Work experience** – we need at least your past 5 years of employment. If during any of this time you were unemployed, please indicate that. You cannot have any gaps more than 90 days of unemployment. If you have been self-employed, you must give the name and phone numbers of 2 clients in this section.
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- ❖ Once your Profile is complete, click the submit button at the bottom.
 - ❖ Once your Profile is submitted, you will be taken to several questionnaires that also need to be completed. As you complete each questionnaire, you will need to click the box next to signature at the bottom and then the submit button.
 - ❖ If you are missing any required information you will see an alert on the top of the page and your application will not be submitted until you complete the missing information.
 - ❖ Once you have completed all questionnaires, your application will be submitted.

E-RECRUITING HELP DESK

407-317-3200, ext. 2003215 or 2003996