

SUPPORT SERVICES REAP

**Regional
Education
Applicant Program**
www.reap.net

**A Guide to
Successfully
Completing
Your REAP**



Revised August 2014

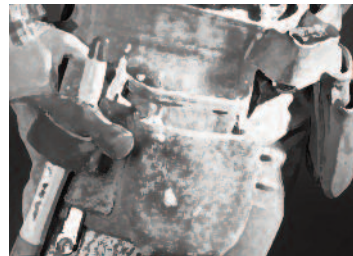
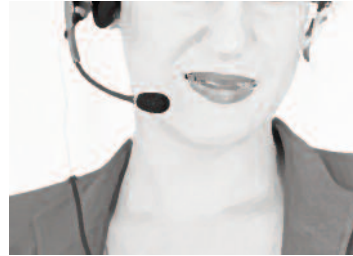


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NOTE: The REAP Applicant Guide can be downloaded to your computer for viewing or can be printed at your site. For instructions to download choose Help Desk from the menu bar.

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What is R.E.A.P.? The Regional Education Applicant Program (R.E.A.P.) is an online placement service specifically designed to create a more efficient networking system for new education graduates and experienced professionals as well as support staff.

R.E.A.P. saves you time and expands your opportunities. Simply complete the *Online Application* at any time, day or night, at home or anywhere Internet access is available. Then, rather than spending hours and hours driving around town to individual districts and schools, just click the mouse! Instantly, your resume, career preferences and other pertinent information are at the fingertips of human resources directors throughout the region.

This guide helps you breeze through your Online Application. The step-by-step R.E.A.P. *Online Application* is designed to be easy to understand and complete. To help you along the way, we've created this guide. By reviewing it before you begin, you are certain to have all the necessary information at hand, speeding up the process and assuring that your application is as complete and accurate as possible. Referring to it as you complete each section of the application will help answer any questions you may have along the way.

It takes time to save time! Completing the application takes some time—up to two hours or more—but you don't have to finish the application in one sitting. You will have 90 days to complete your application, so you may quite at any point during the process and return to your work at a later date. And remember—you don't have to repeat the process over and over with each new job opening. Just one application reaches hundreds of school districts! So take your time, and be sure to be thoughtful, complete, and accurate in your answers.

Ready to start?

*Then turn the page, and good luck with your career search.
R.E.A.P. helps to speedily and successfully match you with
the opportunity of your choice.*

INTRODUCTION

R.E.A.P. is the easiest, quickest and most efficient way for you, the job seeker in the field of education, to get your name in front of human resources personnel at school districts in the state you are applying.

Getting Started

Before getting started, we recommend you first thumb through the pages of this guide. This will help speed the process by allowing you time to have all your information ready.

Much time and effort has gone into protecting the privacy of the information you provide.

As you navigate the R.E.A.P. system, you will encounter

“security information” boxes. The boxes are indicators of how information is being handled. Please

respond to the security information boxes by clicking

Continue or OK.

This provides for secure transmission.

To access REAP, go to www.__reap.net. The __ in front of reap.net is where you will type the appropriate two letters for the state in which you wish to place your application. Example: www.moreap.net

Click **“Start and Application”** (Located on the left side of the REAP Home page-Applicant Side)



Review the terms and conditions.

If you agree to these terms, click "I Agree" and begin entering your information.

Otherwise, click **"Exit Applicant's Center."**

If you clicked **"I Agree"** enter the information on the screen that appears.

Click **"Next"** to save and move to next screen. (Operating Instructions)

Take the time to read the Operating Instructions page. (It will give insight to how the screens are set up and how to navigate the system.)

Click **"Please proceed to the main menu"**

NOTE: You are now registered in the REAP Application Center. You can continue at this point or sign out and return to finish at a later time.

Important: To re-enter at a later time you will need your user name and password so be sure to write it down.

If you leave and return later Click **"Log IN for Returning Applicants"** (Located on the left side of the REAP Home page-Applicant Side)

Tip!

Instead of going through all those steps each time you want to view your application, bookmark the REAP Application Center site and add to your favorites list for easy access.

The Main Menu

This page lists the résumé sections you need for completing your application (this list will include between 5 and 12 sections, depending on the state in which you are applying). As you finish each section, the Status column reads “**Finished.**” If you have worked on a section, but haven’t provided some necessary information, the status column remains blank, and you need to return to that section to complete any missing information.

Begin by clicking on the underlined words in the section of your choice.

(Example: 1. Registration, Name and Address)

Main Menu - Support Staff

Resume Sections:	Status:
1. Registration, Name and Address	R
2. Job Preferences	R
3. Professional Certificates	R
4. Educational Background	R
5. Work History	R
6. Background Information	R
7. Professional Statements and Comments	R
8. Demographic Survey	R
9. Cover Letter	Optional O

R indicates required section. O indicates optional section

Word of caution!

You have 90 days to complete your application or the information will be deleted.

Main Menu

Registration Name and Address

Information Needed To Complete This Section

- Full name
- Additional names and dates when name was used
- Current and Permanent address, phone number, email address
- Internet address of online resume (if any)
- Important Information

Full name

From the Registration subsection menu, click #2 **“Name”**.

Enter requested information in fields provided.



Click **“Next”** to save and advance to next screen.

Additional names

From the Registration subsection menu, click #3 **“Additional Names”**.

Answer **“Yes or No”** to “Do you need to enter additional names?”

If answer is **“Yes”** Enter requested information in fields provided

Additional Name	Dates Used	ACTIONS
Jane F. Doe	10/1951 - 04/1969	 Edit  Clear

If answer is **“No”** clicking on **“No”** will advance you to the next subsection.

Current and Permanent address

From the Registration subsection menu, click #4 **“Current Address”**

Enter requested information in fields provided

Click **“Next”** to save and advance

Same for #5 **“Permanent Address”**

Important Information

From the Registration subsection menu, click #6 **“Important Information”**

Read and click on **“I have read and understand the above information”**

You will advance to the next menu section.

Information Needed To Complete This Section

From the Job Preference subsection menu

Click on **“Job Preferences”**

Click on the first **“Add”** button (see below)

Note: You can enter up to 10 job preferences.

Choose a Position Category from the pull down menu and then choose a Position within the chosen position category

Click the **“Yes”** or **“No”** to answer the question (Would you like to be notified by email of job openings in this job category?)

	Job Preference	Actions
1	None	Add
2	None	Add
3	None	Add

Click the “Next” button to save. Repeat the process up to 10 times.

To change the order your job preferences listed, click on the **“change the order of your job preference”** link and Click on the **“Up or Down”** icon.

	Job Preference	Actions
1	Food Service Assistant	Edit Clear
2	Crossing Guard	Edit Clear
3	Landscape Technician	Edit Clear

Subsection 2.1: Job Preferences

Change Order	Job Preference
1	Food Service Assistant
2	Crossing Guard
3	Landscape Technician
4	NONE
5	NONE
6	NONE
7	NONE
8	NONE
9	NONE
10	NONE

Job Preference

Geographical Preferences

Geographical Preferences

From the Job Preference subsection menu

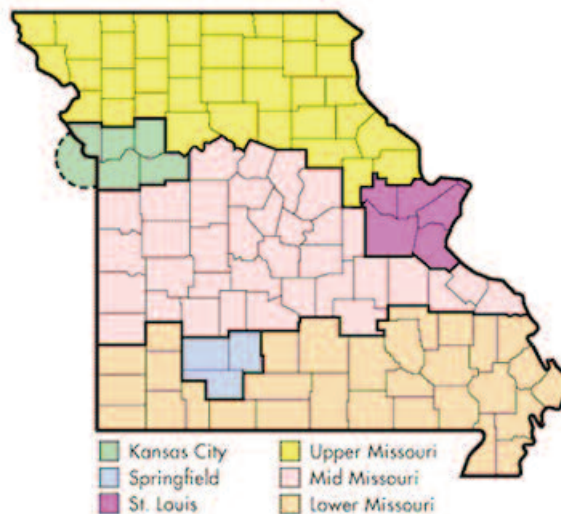
Click on **“Geographical Preferences”**

Select geographical preferences by clicking on the box to the left of each region. Click the **“Next”** button to save and advance.

For a list of participating districts in each region click on a colored section of the map.

NOTE: When choosing geographic preference, select the area where you want to work most. If your application has been active for a while, consider selecting additional geographic areas by updating your application.

Subsection 2.2: Geographical Preferences



1. In what region(s) would you like to work?

(check at least one)

- Kansas City Metropolitan Area, MO/KS
- Lower Missouri
- Mid Missouri
- Springfield
- St. Louis, MO
- Upper Missouri

Current Employer

From the Job Preference subsection menu

Click on **“Current Employer”** and answer **“Yes or No”** to question #1.

If you answered **“Yes”** click on the box to the left of the region you currently work in.

Click the **“Next”** button to save and advance.

NOTE: State Name* Indicates a state within the USREAP network:

(<http://www.usreap.net>)

State Name Indicates a state which has a state specific REAP system

**INFORMATION YOU NEED TO COMPLETE THIS SECTION:
PROFESSIONAL CERTIFICATES/LICENSES**

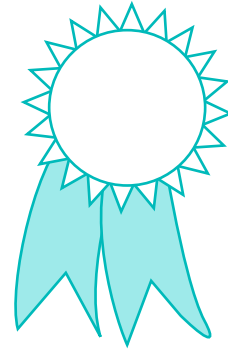
Getting Through It

This section is where you include any current professional certificates/licenses.

Helpful Hints By Section:

3.1 Enter up to 10 professional licenses or certificates on you application. Start by clicking on **“ADD Professional License or Certificate #1.”** If you have more than one license or certificate, click on the next **“ADD Professional License or Certificate #2.”** Complete the page and proceed to the next section.

**Professional
Certificates Licenses**



**Education Questions
High School History
Undergraduate College
History and Graduate
School History**

Tip!

You may want to gather some information such as addresses, zip codes, dates, etc. before beginning this section.

Education Questions

From the Educational Background subsection menu, click on **“Educational Questions”**

Enter the highest college degree earned and the number of credit hours beyond the degree.

Click **“Next”** to save and advance.

High School History

From the Educational Background subsection menu, click on **“High School History”**

Enter the information if the fields provided

Click **“Next”** to save and advance.

Undergraduate College History and Graduate School History

From the Educational Background subsection menu, click on **“Undergraduate College History or Graduate School History”**

In both sections, as you did in Certificates Held, Activity Preferences, etc. Click on the 1st **“Add”** button

Enter information in the fields provided.

Click the **“Next”** button to save.

Repeat process to enter up to 4 undergraduate schools or graduate schools you attended most recently.

Information you need to complete this section:

- QUESTIONS ABOUT Employment**
- Work experience**

Getting Through It

As in Section 4, this section requires a lot of information you may not have at the tips of your fingers. To get through this as painlessly and quickly as possible, review the list above and get the information you need before you begin working on this section of the application.

Again, scroll down or up with the ▼ or ▲ arrows at the far right of your screen if the information continues beyond the limits of your monitor.

Helpful Hints By Section:

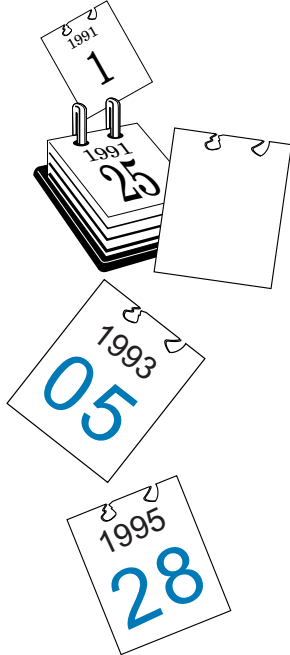
5.1 This section concerns your current educational employment status. Remember to list all your years of experience. Years should be entered as a three-digit decimal (Example: Enter 1 1/2 years as 01.5).

5.2 Enter up to five most recent work experiences. Start by clicking on **“Add work experience #1.”** Answer all the questions then click **“Next.”** Repeat the process for **“Add work experience #2-#5.”** After you have entered the last work experience, click **“Proceed to Next Section.”**

Work History

All right, you've done well so far. Just hang in there, only a few more sections to go! What a great way to maximize your time. Since you are doing it once through R.E.A.P., you won't have to keep repeating this information for each separate school district.

Background Information



INFORMATION YOU NEED TO COMPLETE THIS SECTION:

- EMPLOYMENT RECORD
(DISMISSALS, RESIGNATIONS)
- CRIMINAL CONVICTIONS/INVESTIGATIONS
- REFERENCES
(NAMES, TITLES, ADDRESSES, PHONE NUMBERS,
RELATIONSHIP TO YOU, NUMBER OF YEARS RELATED TO
THAT REFERENCE)

Getting Through It

It's not easy, but at some point we have to ask the hard questions. For you, though, the answers are quite easy. Just click on the **Yes and No** radio buttons to answer the questions honestly and accurately. Type in the space provided any specific information required for sections **6.1** and **6.2**.

For references, use job supervisors, instructors, religious or social organization leaders or people with whom you were associated in volunteer work. Avoid using neighbors, relatives and/or personal friends who have no relation to your work, education or volunteer experience. Three references are required.

Helpful Hints By Section:

6.1 If you answer **Yes** to any of the questions in this section, be sure to provide details of the occurrence, including the employer's name, date and location. Include a brief narrative of the circumstances leading to the dismissal.

6.2 As in **6.1**, provide details of the circumstances involved in any **Yes** response.

6.3 Be sure you completely fill out the name, address and phone number for your references, as well as titles, relationship to you and years the reference has known you. Click **Next** and **Yes** to add additional references. Three are required. You may include up to five.

**INFORMATION YOU NEED TO COMPLETE THIS SECTION:
(MAY BE OPTIONAL IN SOME STATES)**

Write Short Answers to the Following Questions:

- What are two or three of your most important reasons for wanting to work in the position for which you have applied?
- In your previous work experiences, in what was have you bee most helpful to your employer.
- How much do you want to know about your co-workers in order to work most effectively with them.
- One of you co-workers gets their work done, but has poor relationships with the other co-workers in you area. What are your thoughts about such behavior?
- How do you feel about supervisors who have extremely high expectations of you? What would you do in such a situation?
- One of your co-workers is very skilled and is a hard worker who sometimes wants to leave early form work. What are your thoughts about this employee's desires?
- Your manager wants to change you work assignment; yet your are very happy with your current assignment. What would you do?

Getting Through It

Don't take these questions lightly. They are important and will be a significant part of the evaluation given to your application. If you've been working on this application non-stop, you might want to print these questions out, take a break, think about them and make some notes before resuming and completing your application (limit your remarks to 300 characters, including spaces and punctuation, or less).

To print the questions, open each question and click in the body of the page, then click the print icon.

You can also copy, then paste each question into a word document where you can use spell check. When finished, copy, then paste the finished document into REAP.

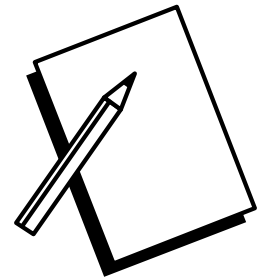
NOTE: Each time throughout this process that you have clicked on **"Next"**, you have saved your work up to that point. If you want to sign out, here is how you get back in later: go to the home page; click on **"Returning Applicants"**; re-enter your username and password, then click on the section you need to work on.

If you have additional qualifications or comments you would like to make, or if you need to clarify any of your answers to the application questions, you may do this in **Section 7.8—Additional Qualifications & Comments**.

Enter additional remarks in the optional form and then click on the **"Next"** button to finish your application. Be sure to limit your remarks to 2,000 characters or less.

Please remember that this section is completely optional. Applicants will not be penalized for not filling out Section 7.8.

**Professional
Statements**



Please limit your answers to 300 characters each including spaces and returns

Demographic Survey



Information You Need to Complete This Section:

- DATE OF BIRTH
- GENDER
- RACE/ETHNIC GROUP
- VETERAN STATUS

Getting Through It

This section is voluntary. The information collected is used to improve recruiting programs and to comply with requests of the federal and state governments—it is not used in the selection process. Your application will not be affected if you choose not to provide the information.

Helpful Hints:

Just click on the Yes or No button. If you click on Yes, continue to question 2. Use the pop-up lists to select your birth date. Click on the button next to the appropriate answer. Use the pop-up lists to select the appropriate race/ethnic group. For definitions of the groups, scroll down the page.

In this section you will create the cover letter that will appear at the beginning of your application. School districts can view the letter and your application on the Internet and may print it out.

You cannot change the heading—all letters will be addressed to Director of Human Resources. You may change the information on the “from” line by modifying your entries in Section 1.

To enter the body of your letter, simply click in the box and type your message. Please limit your letter to 2000 characters or less.

NOTE: You may find that typing your cover letter in a word processing program, is helpful because of the many writing tools available. Again, when finished, copy, then paste your letter into your REAP application. **Important:** Do not use text formatting, For example, *italics*, underlining or **Bold Face** will not carry over in the REAP system.

Sign back into REAP by returning to the Home Page, click on **“Update My Application”**, re-enter your user name and password. You will get a screen that shows you the status of your application. click **“Next”** and finish entering your data.

Please remember that this section is completely optional. Applicants will not be penalized for not filling out Section 9.

Congratulations! If all the resumé sections on this page have the word Finished in the Status column, you are! Finished, that is.

It’s been a long haul, but just think—you only had to do this once! When you submit this application, it will be accessible by many school districts. Imagine how many hours you would have spent applying individually to attain that coverage.

If you are ready to submit your application, simply type your name in the box provided for signature. Click on *Submit Application*.

Next, click the “activate” button. You should have a screen with **“View reports”** or **“Next”**. If you want a print out of your data, click view reports and follow the instructions given. If you find errors, simply update your application and go through the final submission process again.

Again, good luck on your future career opportunities. We hope the **R.E.A.P.** online application is helpful in furthering your goals.

Cover Letter

Final Submission



After Final Submission

www.??reap.net

The double ?? indicate where you are to type your state abbreviation.



Now that your application is complete and submitted remember to keep the information as current as possible. when you do land that dream job you can tell us about it by placing your application on Hold.

Instructions for Applicants to Post Themselves as Hired:


- If you created a bookmark for your REAP home page, click the bookmark or enter location www.??reap.net (The double ?? indicates where you are to type your state abbreviation.)
- From the REAP home page click "Update My Application" re-enter you user name and password. You will get a screen that shows you the status of your application. Click "Update". (From his point each time you visit your application, it will take you to your home page making many things easier and faster.)
- Click on the underlined "I got hired". Now, just tell us about the district you work for.















You may easily change your status back to "**Active**" by logging onto the R.E.A.P. internet site with the same user name and password that you used to enter your data. You will be asked whether you want to update your application or activate it. To make your file available to member school districts, click "**Activate.**" To keep your application up to date, even if it is in "**Hold**" status, click "**Update.**"

We made keeping your information up to date as easy as possible by creating an Applicant Home Page for you. Just click on the blue underlined words next to the picture icons. You can update your information, post yourself hired, upload reference letters and transcripts, download reports etc.

Just scroll down the screen for explanations of each icon and for instructions and help on how to create pdf files and upload it to your application.



 Application Status: Updating
You are currently updating your REAP application. Your data is **Not** currently available to schools.

 My Application	 Email Notifications	 Job Search	 My Saved Jobs	 Jobs Notified of Interest
 I got hired	 Comment About REAP	 Account Status	 Download Reports	 Upload Documents
 Views Report	 State Transfer	 Password/Email	 Help Desk	

Job Search

In the job search area teachers, student teachers and all potential candidates may browse available openings. Working with your college career services office is recommended.

From the REAP home page under Search for Jobs

Click on type of position (example: Teaching Positions)

Next enter the criteria for your search and click **“Search”**

Support Services Job Listings

Geographic: All Regions [\(see map\)](#)
Position: All Positions
Keywords: Optional

REAP found **60** positions.

Expand Descriptions

#	Position	Employer/Location	Date	Save Job
1	Secretarial Position	South City Preparatory Academy St. Louis, MO 63118 View Map	Sep 04 14	<input type="button" value="Add"/>

Expand

Click on Position Name or Expand to learn more about the posting

Depending on how the HR office wishes to be notified, you can respond to the job posting in one of three ways.

Call them if phone number is provided

Click on the icon for Notify District I'm Interested

Email if provided (see below)

All Other Positions - Winfield R-IV

Position: All Other Positions
Subject Area: (none)
Job Title: Parents as Teachers Educator
Job Location: Winfield Primary School
Beginning: Immediately
Deadline: Open until filled **
District: [Winfield R-IV](#)
City, State Zip: Winfield, MO 63389
Telephone: 636-668-8188
Email: peggyjoplin@winfield.k12.mo.us
Share: [f](#) [t](#) [e](#) [+](#) 0



To search a particular school district
 From the REAP home page under Search for Jobs
 Click on **“Search by Districts”**
 Next enter the criteria for your search and click **“Submit Query”**

School Districts Search

Choose Region: ▼

School District: ▼

Jobs updated since ▼ ▼ ▼

NOTE: To the far right side of the job listing is the Add icon. This is a job posting management tool. If your job posting query results in a large number of listings you click the **“Add”** button and create a list of save jobs. From the applicant home page click on **“My Save Jobs”** icon. All the jobs you added will be on your list. The list is from the live job postings and you can Review, Notify I'M Interest, email to respond to any of the postings as you would from the job search list.

#	Position	Employer/Location	Date	Save Job
1	Transportation Position	Afton School District St. Louis, MO 63123 View Map	Sep 02 14	Add
	Expand			

From the applicant home page click on **“My Save Jobs”** icon. All the jobs you added will be on your list. The list is from the live job postings and you can Review, Notify I'M Interest, email to respond to any of the postings as you would from the job search list.



My Saved Jobs List

Job Postings you have added to your Saved Jobs List within last 60 days.

#	Position	Employer/Location	Date	Action
1	Transportation Position	Afton School District St. Louis, MO 63123 View Map	Sep 02 14	Remove
	Expand			

If you're willing to relocate with a school district from one of the other REAP States, then the State to State Transfer is for you. In order to transfer your application to another REAP State, just follow the simple instructions below:

1. From the Fast Track menu **"click"** Returning Applicants
2. Enter you're username and password and **"click"** the Next button
3. Click on the Update button
4. From the top menu bar **"click"** Final Submission
5. Type in you're signature and **"click"** the Submit Application button
6. **"Click"** the Activate button
7. **"Click"** the NEXT button

From this point, each screen has all the information and instructions you will need. Read carefully the information provided. You may repeat this process for other REAP States if you wish. Remember, any future changes you make to your basic application must also be made in the applications you made to the other REAP states.

TRANSFER APPLICATION TO ANOTHER REAP STATE



To help locate school districts geographically, the region name is listed next to the district name on the participating school districts lists. This should make it easier to determine the location of a particular school district.

(Example below)

To view the Participating School Districts list:

From the REAP home page under Search for Jobs

Click on **“Participating Districts”**

[Boonville R-I](#) (Mid Missouri)

[Bowling Green R-I](#) (Upper Missouri)

[Brentwood School District](#) (St. Louis, MO)

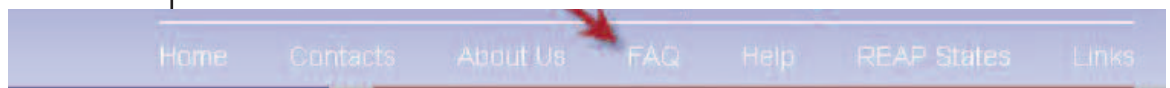
To view frequently asked questions:

From the REAP home page

Click on “FAQ” (located across the top of the screen)

Click on “FAQ’s for Applicants”

If you don’t find the answer to your question, email admin@reapmail.net , call 314-692-1205 or 800-288-8115 and the REAP Help Desk staff will be glad to assist you.



Help Line— (314) 692-1205 or 1 800-288-8115

Email: admin@reapmail.net

Fax: (314) 692-1297