



Online Application Instructions

1. Go to aim.alsde.edu to create an account if you need to create an account. On the top bar, complete the extended demographic information. Write down your ALSDE ID number (XXX-123-4567), because you will need this number when you apply.
2. Go to www.troyschools.net and click "Employment" in the blue bar at the top of the page. Next, click "HireTrue" under "Employment Opportunities" to the left of the screen.
3. Click on the job you are interested in then click "Apply."
4. Enter your email address and password.
5. The next screen will prompt you to upload a resume. You may upload files, type or paste them, or upload them later.
6. The next screen will prompt you to enter your ALSDE ID number. If a red screen pops up, you will need to go and complete step 1.
 - a. If you exit before you complete this step, your account will not be saved.
 - b. If you have completed step one, and a red tile still pops up, go to your AIM account and click on the Alabama K-12 job postings. Once you do this, it will show you which part of the demographics needs to be completed.
7. After you complete these steps, you will need to complete your application. You must click the complete button in the lower right-hand corner to submit your application. *Your application will not be completed until you click "Complete."
8. If you want to apply for more than one position, click each position, and then click "Apply."
9. To view jobs in which you have applied, click on your name and then home. It will show both the incomplete and completed applications.

**Thank you for your interest in applying for a position with Troy City Schools.
If you have any questions when completing the application, please contact the HR
department at (334) 566-3741.**