

### **Talent Ed – Application Website for External Applicants**

1. Go to the District website at [topekapublicschools.net](http://topekapublicschools.net). Select Employment, and choose job opportunities from the drop down. This will take you to the main job page.
2. If you have previously registered you will enter your user name and password. You will be able to view posted positions.
3. If you are a new user, select the position you are interested in applying for, choose “apply for this position”. Select “Create a new account and apply”.
4. Once your account is created, you will be prompted to complete personal contact and employment information.
5. Each time you apply for a position, you will be prompted to review previously entered information. This is your opportunity to update personal contact and employment information.

If you do not have access to a computer or need personal assistance, Topeka Public School Human Resource office has computers available for you to use to complete an application. Our staff are happy to assist you. For more assistance, contact the HR office with questions at (785) 295-3088. Our office hours are 7:30 a.m. to 4:30 p.m., M-F.