

**Brevard County Schools  
Human Resources Services  
Employment Home Page**



Brevard County Schools

*Schools must follow the 'highly qualified' rules of the NCLB legislation*

**BEACON is not available during the last Friday of each month  
from 11:00 PM to Saturday 6:00 AM Eastern Time**



**PLEASE NOTE THAT ELECTRONIC TRANSCRIPTS CAN ONLY BE ACCEPTED FROM  
eSCRIP-SAFE  
NO OTHER ELECTRONIC TRANSCRIPTS CAN BE ACCEPTED.**

## To Create and Complete a New BEACON Application

### INSTRUCTIONS FOR NEW APPLICANTS

Please follow the steps and directions below to create your application package:

To apply for any support or instructional positions, you must have a completed, verified **Online BEACON Employment Application**. Once you have **submitted** your online account/application, any documents that should be sent to Human Resources Services directly, such as mailed references, transcripts, HS diplomas, certificates, licenses, test scores, etc, should be mailed to:

Brevard Public Schools  
Human Resources Services  
2700 Judge Fran Jamieson Way  
Viera, FL 32940

Please allow **5-10 business days after receipt** for any paperwork / documents (i.e., references, transcripts, etc) to be uploaded to your BEACON account.

Your online application package is complete when all of the following original items are in Human Resources Services:

**STEP 1** - Instructions for completing an Online BEACON Employment Application

#### CREATE YOUR BEACON ACCOUNT

- 1 Begin building your application

#### CHOOSE ALL AREAS OF INTEREST

- 1 Choose all Areas of Interest that you would wish to apply for positions in

#### WORK HISTORY - List work and / or volunteer history beginning with the present

- 1 Please show a minimum 10 years history for instructional / administrative applicants  
Please show a minimum 5 years history for support applicants

#### REFERENCES or VERIFICATIONS OF EXPERIENCE\*\*

- 1 A **minimum** of three (3) work / professional references are required
- 2 A reference from your most recent employment will be required

**\*\*Please match your work references to your work experiences.**

#### For example:

You list 'ABC Company' as a Previous Work Experience and 'Supervisor Doe' as your most recent supervisor.

Please create a Work / Professional Reference request to Supervisor Doe of ABC Company.

If Supervisor Doe is no longer with the company or you are unable to locate them, the Human Resource / Personnel Department of ABC Company is an appropriate replacement for the work reference request.

#### Other acceptable references:

Principals, Supervisors, Managers - Who does your evaluations?

References will be accepted from BEACON email or on our [Reference Form](#).

References on original letterhead with an ink signature.

#### Unacceptable references:

**No** personal references accepted

**No** Copies. Bring in, *do not mail*, your original reference letters.

*We will make copies allowing you to keep the originals.*

**No** Faxed copies

**No** References on blank paper - *Must be on original letterhead*

**No** Co-Workers

**No** Relatives

**No** References on computer generated letterhead

#### EDUCATION

- ↔ A copy of a High School Diploma (if applicable), or
- ↔ Official Transcripts of all college credits from your college or university  
(Two sets may be required for teacher applicants)



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**SOCIAL SECURITY CARD**

↩⌚ Mail, fax, or email a **copy** of your Social Security card with your legal name  
*Remember to sign it first!*

**RESUME**

↩⌚ Mail or email a copy of your Resume to be uploaded to your BEACON Account

**STEP 2 - Verify the completeness of your Online BEACON Employment Application**

After you have submitted your online application, you must verify the completeness of your online application package by contacting:

633-1000 ext 225

Email: [Lindsey.Aprile@Brevardschools.org](mailto:Lindsey.Aprile@Brevardschools.org)

or

633-1000 ext 227

Email: [Keller.Madeline@Brevardschools.org](mailto:Keller.Madeline@Brevardschools.org)

You will receive an email notification from BEACON once your application has been completed and verified.

**STEP 3 - Apply for Employment with your verified, completed BEACON Application**

Once your BEACON account has been verified as complete, you may search and apply for available positions through your BEACON account. Fingerprints and drug-screening will be required *upon employment*.

Submission of an application does not guarantee employment.

[Link to BEACON](#)

**BEACON IS BEST VIEWED THROUGH INTERNET EXPLORER**

Office hours are Monday - Friday 8 AM - 4:30 PM

Please remember to click the *refresh* or *reload* button (depending on your browser) every time you view a page to ensure you are viewing the most recent changes

If you need an accommodation to participate in the application/selection process, please notify Human Resources in advance.  
Applicants who are veterans and seeking initial employment by a covered employer will be given preference if they qualify under Florida Statute, Chapter 295.

Prepared by [Human Resources Services](#)  
2700 Judge Fran Jamieson Way ~ Viera, Florida 32940  
Phone: 321.633.1000 Fax: 321.633.3525  
A Drug-Free Workplace - An Equal Opportunity Employer  
Selected applicants are subject to drug testing

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