



## Instructions for using the On-Line Job Application feature

*Save time by letting your students send us their job requests online!!!*

1. Notify R.E.A.L. Curriculum, either by phone or email that your students will be applying online. Don't forget to include your school name & date of your Reality Town.
2. Book your computer lab.
  - a. There is a PDF Job Application that students can fill out before doing the On-Line Career Form. The PDF Job Application is found on our website under Resources. Have students go to [www.realitytown.com](http://www.realitytown.com) to fill out the Job Application PDF. They need to do a **Save As** and rename it or print the document when done
3. In the computer lab have the students download the Job Application and fill it out on the computer. (*You may want to have them print their Job Application PDF so that they have a hard copy.*) This step is not required to do the online application, but is good practice for students in completing a job application.
3. Using their occupation selections have students go to the "Online Submit" button on the Resource page to complete the Career Form.
4. Email [realitytown@msn.com](mailto:realitytown@msn.com) a list of the students that will be participating in your Reality Town. (*Format: Excel Spreadsheet (preferred), PDF, or Word document.*)
5. Notify R.E.A.L. Curriculum when your students have completed the On-Line Application process.
6. R.E.A.L. Curriculum will compile and cross-reference your student's application data with your submitted student list.
7. R.E.A.L. Curriculum will then send you a list of missing students and any other things that need to be verified or corrected. (*Typically completed within 48 hours of notification that your students are done with the On-Line Application process. Please watch for a subsequent email with your school's report.*)
8. Make corrections to the emailed file, and email back to [realitytown@msn.com](mailto:realitytown@msn.com).

Your Student Handbooks with Personalized Pay Stubs will be printed and shipped within 2 weeks of us receiving your verified list.

It is recommended that you include a few blank paystubs/handbooks for new students. These pay stubs contain job, tax, family information, etc., they are only missing a student name.

Phone 801-824-REAL (7325) ♦ email [realitytown@msn.com](mailto:realitytown@msn.com)  
Please allow at least 3 weeks for the complete process.