PSBA Career Gateway – Creating a profile

To apply for positions through the PSBA Career Gateway you must first create a profile. There are five sections required to complete a profile.

**Basic Info**
Enter your first and last name, email and a contact phone number to complete this section.

![Profile Form Image](image-url)
Preferences
Enter at least one position you are interested in to complete this section.

Education
Enter at least one educational experience to complete this section.
**Career History**
Enter at least one career experience to complete this section. Make sure to include teaching and administrative positions if applicable.
**References**
Enter three professional references to complete this section. Include references you have known for at least one year.

*Supporting Documents*
Upload any supporting documents such as a resume or credential or certification.

Once your profile is completed you can apply for positions through the PSBA Career Gateway.