



Built by Educators for Educators

# Job Seeker User Manual



[www.edjoin.org](http://www.edjoin.org)

**Leave Blank**

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# Getting Registered

Registering for an EDJOIN account is free for Jobseekers. You do not need an account to search for jobs however you will need one in order to apply.

**Step 1:** Visit [www.edjoin.org](http://www.edjoin.org) and click Login/Register at the top of the screen.

 Login/Register

**Step 2:** Complete the registration template shown below.

**Please Note:** Avoid using an email address as your username and be sure not to use any special characters or spaces in your username or password.

### Register

Fill out the form below to create a new account. Please do not use your email address, special characters or spaces in your username or password.

Note: Required fields marked by \*

*First Name	<input type="text" value="Bubba"/>
*Last Name	<input type="text" value="Strait"/>
*Email Address	<input type="text" value="bstrait@sunmusicemail.com"/>
*Verify Email Address	<input type="text" value="bstrait@suncoastmusicemail.com"/>
*Home Phone	<input type="text" value="854-565-5555"/>
*Mailing Address	<input type="text" value="1122 Lone Tree Court"/>
*City	<input type="text" value="Dallas"/>
State	<input type="text" value="Texas"/>
Zipcode	<input type="text" value="96874"/>
Country (if outside U.S.)	<input type="text"/>
*Username	<input type="text" value="bstraitmusic"/>
*Password	<input type="password" value="••••••"/>
*Verify Password	<input type="password" value="••••••"/>

Password and Verify Password must match

If the system indicates:

**“There is already an account using this **username**”**

You need to choose a more unique username.

If the system indicates:

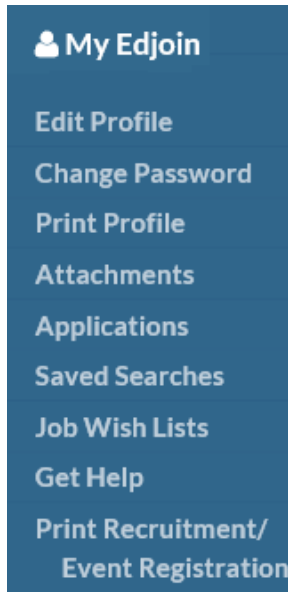
**“There is already an account using this **email address**.”**

You or someone else already has an account associated with the email address you are attempting to use.

## Did You Create An Account In The Past?

If you encounter either of the above username or email address messages, you may want to try our [“Forgot Username and/or Password”](#) tool located on the login screen to see if you already have an EDJOIN account.

# My EDJOIN



The MY EDJOIN tab can be easily accessed from any page in EDJOIN.

It allows you to access the following areas in the EDJOIN system.

- Edit your personal EDJOIN profile
- Change your password
- Print a copy of your profile
- Add attachments to your document library
- View applications
- View saved searches
- View your job wish list
- Get help by way of FAQ's or contacting the help desk

## EDJOIN Profile

- [My Info](#)
- [My Employment](#)
- [My References](#)
- [My Education](#)
- [My Credentials](#)
- [My Attachments](#)

With the exception of the attachments you have added to your library, your personal EDJOIN profile consists of the following areas that automatically copy over to new applications you start in EDJOIN.

**My Info** = Personal/Contact Information

**My Employment** = Present and Past Employment History

**My References** = Three Professional References

**My Education** = Past Education Completed

**My Credentials** = Teaching Credentials, Tests, Certificates or Programs

**My Attachments** = Resume, Letter of Introduction, Credentials, Etc.

# EDJOIN Profile –

The My Info page of your EDJOIN profile stores all of your contact information as well as any languages you speak, the Gender, Race and Ethnicity information if you choose to add it.

Note: Required fields marked by \*

\*First Name:

MI:

\*Lastname:

Fomer/Other Names:

\*Email:

\*Mailing Address (line1):

Home URL:

Mailing Address (line2):

Social Security Number:  
(9 Digits without hyphens)

Note: It is very important that you include your SSN. By doing so, it will allow the district to obtain your credential records from the CTC.

### Did you add your SSN?

Adding your Social Security Number to your EDJOIN profile will allow the district to obtain your credential records from the CTC.

**Languages:** NOTE: To add a language choose a language from the drop down list below, check appropriate boxes and click Add Language.

- Read    Speak    Write    Fluent    Some

Add Language

About You (Optional) [\[Click to Expand/Collapse\]](#)

Expand the “About You” section to input Languages, Ethnicity and Race Information if you wish to do so.



# EDJOIN Profile – My Employment

The Employment page of your EDJOIN profile stores three of your most current employers. Additional employment history can be added to your resume if needed.

**Most Current Employer** [Click to Expand/Collapse]

Click Arrow to Move Down [Clear this Section]

Employer:

Employed: Please provide dates in MM/DD/YYYY format  
From:   To:  

Presently employed

Address:   
**Important Note:** Address must include street, city, state and zip code.

Supervisor:

Supervisor Job Title:

Supervisor Phone:

Your Job Title:

---

**Note:** The two following questions are used only on certificated applications.

District/County Office:

Subject/Grades Taught:   
300 characters left

---

**Note:** The two following questions are used only on classified applications.

Job Duties:

Hours/Week:

---

Salary:

Reason For Leaving:   
500 characters left

Please do not contact this employer

# EDJOIN Profile – [My References](#)

Add up to three professional references to your EDJOIN profile. Additional references can be attached in your document library or to an application if necessary.

## Reference One [\[Click to Expand/Collapse\]](#)

▼ [Click Arrow to Move Down](#)

[\[Clear this Section\]](#)

Name:

Title:

Organization/Company:

Street Address:

City:

State/Zip Code:

Phone:

Email Address:

## Reference Two [\[Click to Expand/Collapse\]](#)

## Reference Three [\[Click to Expand/Collapse\]](#)



# EDJOIN Profile – My Education

The Education page allows for the name of your high school and highest grade completed as well as up to 4 of your most current college, school or universities attended.

Name of High School:

I have a high school diploma

I have a GED

Highest Grade Completed:

Most Current College, School, University Attended

[Click to Expand/Collapse]

▼ Click Arrow to Move Down

[Clear this Section]

Name of School:

Major:

Units:

Quarter

Semester

Degree/Certificate:



Cumulative GPA:

Second Most Current College, School, University Attended

[Click to Expand/Collapse]

Third Most Current College, School, University Attended

[Click to Expand/Collapse]

Fourth Most Current College, School, University Attended

[Click to Expand/Collapse]

# EDJOIN Profile – [My Credentials](#)

The Credentials page allows you to select which credentials you possess. The list of credentials comes directly from CTC (California Teacher Credentialing). You can also select your NCLB subject areas, list any credentials you have applied for and list tests, certificates and extracurricular activities.

**I possess the following Teaching Credential(s)**

[\[Click to Expand/Collapse\]](#)

INSTRUCTIONS: Fill out the form below and click Add Credential. To add multiple credentials change the form appropriately and click Add Credential until you have added all of your credentials.


Credential Type:

----Select One---- 

State/Country:

----Select One---- 

Expiration Date:



Leave blank if you have a lifetime credential

**Add Credential**

**I possess a Certificate of Compliance for the No Child Left Behind Act (NCLB) in the following Subject Area(s)**

[\[Click to Expand/Collapse\]](#)

**Credential Indicators (used in the Applicant Bank and by Applicant Tracking)**

[\[Click to Expand/Collapse\]](#)

**Applied For Credential**

[\[Click to Expand/Collapse\]](#)

**Tests, Certificates and Programs**

[\[Click to Expand/Collapse\]](#)

**Extracurricular**

[\[Click to Expand/Collapse\]](#)

# EDJOIN Profile – My Attachments

The Attachments page, which is also referred to as your document library, has a folder size of 12 MB. This allows you to upload all of your necessary documents to include in your applications later on.

*Please Note: The attachments page is the final page of your EDJOIN profile. Once you have completed the profile, you still need to use the job search functions to search and then apply for positions.*

## Attachment Library

**REMEMBER!** Attachments are NOT automatically added to your applications. Make sure you scan and attach all required documents before the job posting deadline.

\*Attachments checked Public are viewable by employers in the applicant bank.

Attachment Library	Added On	Size	*Public	Del
ELAExample.pdf <a href="#">[preview]</a> <i>English Learner Authorization</i> <a href="#">[Change Type]</a>	08/28/2012 11:36 AM	81KB	<input type="checkbox"/>	
LetterofRec.pdf <a href="#">[preview]</a> <i>Letter(s) of Recommendation</i> <a href="#">[Change Type]</a>	09/26/2014 2:16 PM	82KB	<input type="checkbox"/>	

## Add a New Attachment

**PLEASE NOTE:** All files must be saved in the .PDF format prior to uploading them to EDJOIN. Please make sure that files names do not contain any special characters e.g. (#?|V\*&) etc. as the file will not be uploaded correctly.

EDJOIN has a maximum size limit of 1 MB (1024 KB) per file with a total folder size of 12 MB. EDJOIN does not allow .DOC or .DOCX Microsoft Word documents to be attached so these files must also be saved as .PDF. [Click here for help with saving attachments as .PDF](#)

Attachment type:

----Select One----



Select an attachment:

Select file

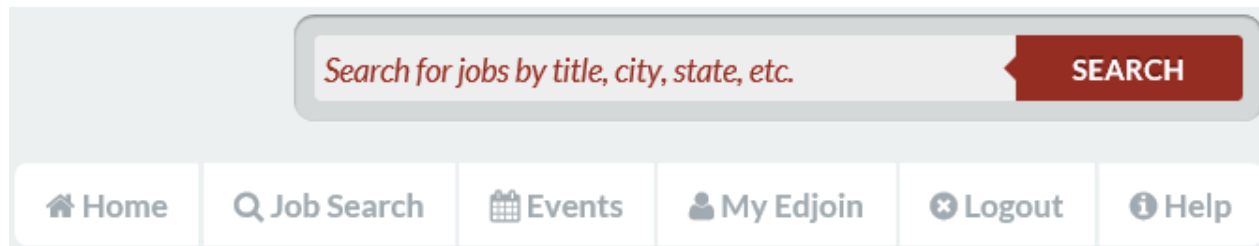
Having problems with attachments? [Click Here](#)

# Searching For Jobs

There are several methods that can be used when searching for jobs. Simply choose the method that provides the results you are looking for.

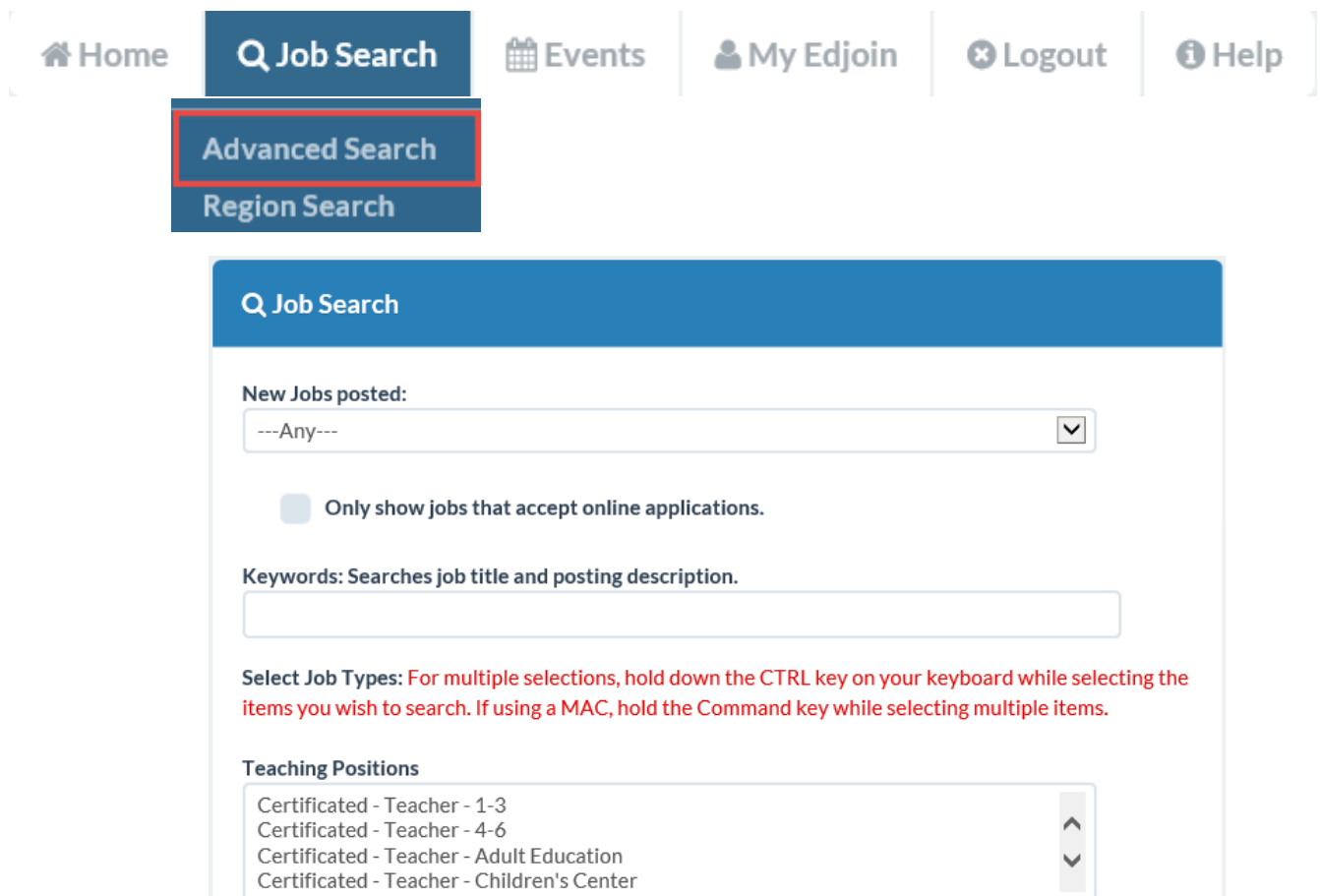
## Keyword Search

At the top right of every page in EDJOIN, you will see a keyword search tool. This allows you to conveniently search for jobs from any page in EDJOIN based on job title, city, state, etc.



## Advanced Search

The Advanced Search allows you to input specific criteria to find the job you are looking for. Access the Advanced Search by clicking the "Job Search" tab at the top of any screen in EDJOIN. Next, click "Advanced Search".



# Searching For Jobs cont. – Advanced Search

**Q Job Search**

**New Jobs posted:**

- Any---
- Last 3 days
- Last 7 days
- Last 14 days

**Keywords:** Searches job title and posting description.

## New Jobs Posted:

Search for jobs based on when they were posted on EDJOIN.

## Keyword Searches:

Search based on posting title, name of organization, etc.

**Select Job Types:** For multiple selections, hold down the CTRL key on your keyboard while selecting the items you wish to search. If using a MAC, hold the Command key while selecting multiple items.

### Teaching Positions

- Certificated - Teacher - 1-3
- Certificated - Teacher - 4-6
- Certificated - Teacher - Adult Education
- Certificated - Teacher - Children's Center

### Other Positions

- Certificated - Coach
- Certificated - Coordinator
- Certificated - Counselor
- Certificated - Language, Hearing, and Speech

## Search Based on Job Type:

Select criteria to search by Certificated or Classified positions. Teaching or Other positions.

**Select State:** In order to search by county or region, you must first select a state.

- British Columbia
- California
- Colorado
- Connecticut

## Search By State and/or Region:

Narrow your search results by selecting the state and region you are looking to work in.

**Select Regions:** Only shows regions with current postings.

- Alameda
- Alpine
- Amador
- Butte

Search

Click the search button at the bottom of the page to display the results based on the criteria you selected.

# Searching For Jobs – Region Search

The Region Search allows you to search by state, region and organization. Access the Region Search by clicking the “Job Search” tab at the top of any screen in EDJOIN. Next, click “Region Search”.

Home

Job Search

Events

Login/Register

Employer Inquiry

Help

Advanced Search

Region Search

## States

Alabama (1)	Louisiana (9)
Alaska (1)	Maine (1)
Arizona (70)	Maryland (1)
Arkansas (1)	Massachusetts (3)
California (14723)	Michigan (5)
Colorado (3)	Minnesota (3)
Connecticut (1)	Mississippi (1)
Delaware (1)	Missouri (1)
Florida (10)	Montana (1)
Georgia (1)	Nebraska (1)
Hawaii (6)	Nevada (33)

### Select a State:

Choose a state that you wish to search by.

## Regions

Alameda (1086)	Marin (150)
Alpine (2)	Mariposa (9)
Amador (25)	Mendocino (87)
Butte (90)	Merced (135)
Calaveras (22)	Modoc (5)
Colusa (34)	Mono (11)
Contra Costa (706)	Monterey (370)
Del Norte (20)	Napa (58)
El Dorado (84)	Nevada (40)
Fresno (360)	Orange (670)
Glenn (15)	Placer (242)
Humboldt (36)	Plumas (7)

### Select a Region:

Choose a county/region that you want to search in.

# Region Search Continued

## Organizations

- Action Learning Systems - Tulare (0)
- Allensworth Elementary (0)
- Alpaugh Unified (0)
- Alta Vista Elementary (0)
- Burton Elementary School District (13)
- California Teacher Recruitment Program (0)
- College of The Sequoias (5)
- Columbine Elementary (0)
- Community Services & Employment Training, Inc. (0)
- Crescent Valley Public Charter (7)
- Cutler-Orosi Joint Unified (7)
- Dinuba Unified School District (24)
- Ducor Union Elementary (0)
- Earlimart Elementary (2)
- Eleanor Roosevelt Community Learning
- Kaplan K12 Learning Service - Tulare County (0)
- Kings River Union Elementary (2)
- Liberty Elementary - Tulare (4)
- Lindsay Unified (20)
- Monson-Sultana Joint Union Elementary (1)
- Oak Valley Union Elementary (0)
- Outside Creek Elementary (0)
- Palo Verde Union Elementary (0)
- Pixley Union School District (2)
- Pleasant View Elementary (0)
- Porterville Community College (10)
- Porterville Unified School District (50)
- Pro-Youth (5)
- Richgrove Elementary School District (5)
- Rockford School District (0)

### Choose an Organization:

The number of job postings available will be in parenthesis.

## Jobs

All Job Categories ▼

[Refine Search Criteria](#)

[Save Search](#)

[View Saved Searches](#)

[Select a Different Organization](#)

[View Certificated Job Desc. / Ess. Elem.](#) | [View Classified Job Desc. / Ess. Elem.](#)

Job Posting	Online App	Posted	Deadline	Location	Salary Info
Dean, Career and Technical Education / Workforce Development Certificated Staff	✘	3/23/2015	9/19/2015 11:55 pm	Grossmont-Cuyamaca Community College, El Cajon San Diego County, CA	\$101,955 or \$106,034 per year
COUNSELOR (SSSP) Certificated Staff	✘	3/9/2015	9/5/2015 11:55 pm	Grossmont-Cuyamaca Community College, El Cajon San Diego County, CA	\$56,964 (Class I, Step 1) - \$86,509 (VII, Step 10)

### View Results:

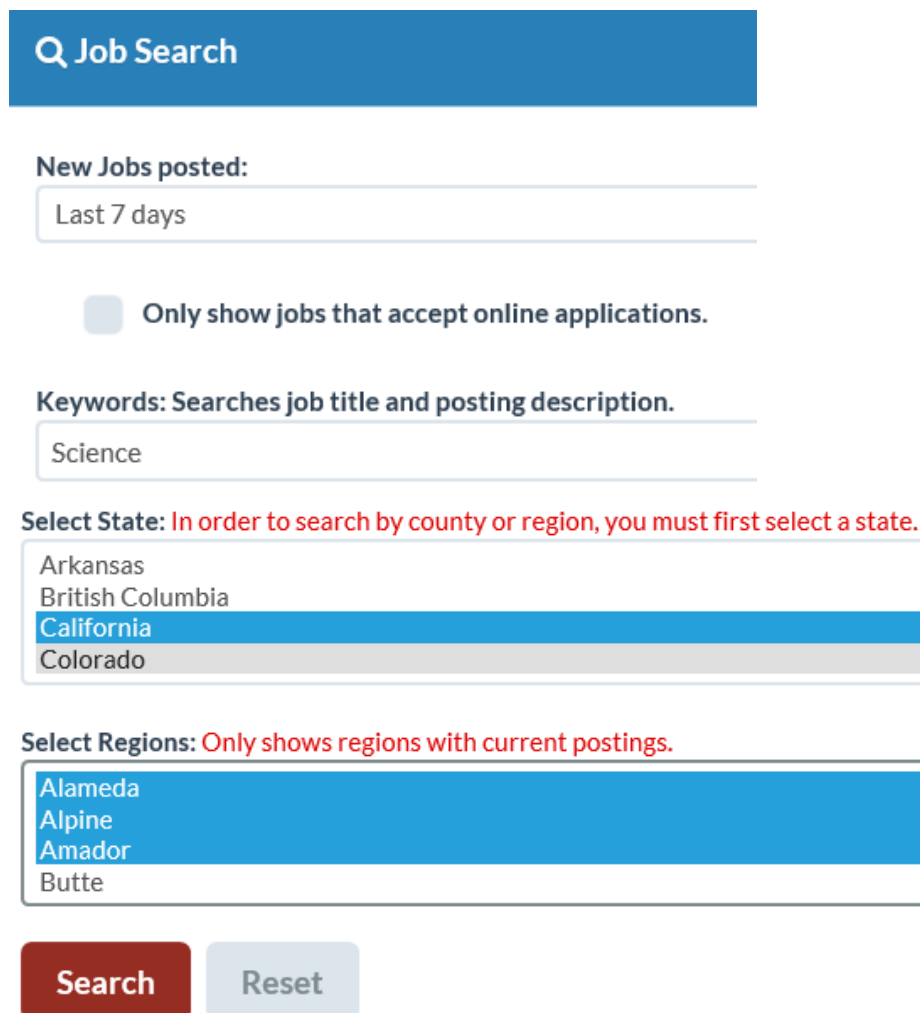
Once you select an organization, a list of results will display.

# Saving Searches

Jobseekers have the ability to save searches based on specific criteria. This allows them to run a search at any time without having to create the search over and over. This saves the user time and allows them to search for specific positions more frequently. When the search is ran, it pulls in criteria for that point in time with up to date results.

## Setting Up a Saved Search

**Step 1:** log into your EDJOIN account and create a job search selecting specific criteria such as Keywords, State, Region, Etc.



The screenshot shows a 'Job Search' form with the following fields and values:

- Q Job Search** (header)
- New Jobs posted:** Last 7 days
- Only show jobs that accept online applications.
- Keywords:** Searches job title and posting description. Science
- Select State:** In order to search by county or region, you must first select a state. California (selected)
- Select Regions:** Only shows regions with current postings. Alameda, Alpine, Amador, Butte (Alameda, Alpine, Amador are selected)
- Search** (button) and **Reset** (button)

### Sample Criteria:

- Only show positions that have been posted within the last 7 days.
- Show postings with Science in the posting title.
- Posted in California
- Regions include Alameda, Alpine and Amador Counties.

Click the "Search" button to display the results.



# Saving Searches Continued

**Step 2:** The search results will display. Click the blue “Save Search” link at the top right of the results.

Job Posting	Online App	Posted	Deadline	Location	Salary Info
6th Grade Math/Science Teacher Certificated Staff	✓	5/6/2015	Until Filled	Berkeley Unified School District, Berkeley Alameda County, CA	\$48,511 - \$76,872
Middle School Science Specialist Certificated Staff	✓	5/6/2015	Until Filled	Community School for Creative Education, Oakland Alameda County, CA	40 to 50k salary range

**Step 3:** A “Save Search As” dialog box will display. Name the search and click the blue OK button.

Save Search As: Science CA

Cancel OK

- My Edjoin
- Edit Profile
- Change Password
- Print Profile
- Attachments
- Applications
- Saved Searches**
- Job Wish Lists
- Get Help
- Print Recruitment/Event Registration

## Access Saved Searches:

Once you have saved searches in your profile, you can access them by clicking the “My EDJOIN” tab at the top of the screen and then clicking “Saved Searches”.

-When you run the saved search, it will pull in jobs based on the saved criteria.

# Viewing A Job Posting

Once you have completed a search and found a position, simply click the title of the Job to view the posting.

Q Jobs

All Job Categories


[Refine Search Criteria](#)  
[Save Search](#)  
[View Saved Searches](#)

Job Posting	Online App	Posted	Deadline	Location	Salary Info
<b>6th grade Math/Science Teacher: 2015-16 School Year</b> Certificated Staff	✓	6/12/2015	Until Filled	Gompers Preparatory Academy, San Diego San Diego County, CA	\$43,646

The job posting will display like the example below.

[Back To Search Results Page](#)

## 6th grade Math/Science Teacher: 2015-16 School Year



### GOMPERS PREPARATORY ACADEMY

A UCSD PARTNERSHIP SCHOOL  
1005 47TH STREET, SAN DIEGO, CA 92102-3626 PHONE: (619) 263-2171 FAX: (619) 264-4342

**Employer:** Gompers Preparatory Academy  
**Date Posted:** 6/12/2015  
**Contact:** Ivette Limon  
**Number Openings:** (At time of posting) 1  
**Length of Work Year:** 2015-2016, 11 month 205 days  
**Employment Type:** Full Time  
**Application Deadline:** **Until Filled**  
**Salary:** \$43,646

#### Requirements for Applying

Essential Functions:

- Strong commitment to do whatever it takes for all our students to be college ready and live with the mentality that, "Failure is not an option"
- An unwavering belief that all students can achieve at high levels
- Plan, prepare and deliver appropriate lessons using a variety of creative and innovative methods to

[CLICK HERE TO APPLY](#)

[Back To Search Results Page](#)

### When Viewing The Posting:

Record any important information you may need later such as:

- Name of Hiring Agency
- Length of Work Year
- Application Deadline
- Salary "If Available"
- Requirements for Applying
- Required Documents
- Etc.

### Job Posting Tips:

- Click the name to the right of "Contact:" to view the contact information such as an email address and/or phone number.
- Some postings will have a job description that was saved as .PDF. Make sure you have an up to date version of Adobe Reader.

# Printing A Job Posting

It is important to print the job posting and record any important information from the posting as mentioned on the last page. Once a position closes, the posting is removed from the EDJOIN site and is not accessible. To print a job posting, simply click the "Print" icon at the top right of the posting page.

6th grade ELA/SS Teacher: 2015-16 School Year

Tweet Share Print

**GOMPERS PREPARATORY ACADEMY**  
A UCSD PARTNERSHIP SCHOOL  
1005 47TH STREET, SAN DIEGO, CA 92102-3626 PHONE: (619) 263-2171 FAX: (619) 264-4342

Employer: [Gompers Preparatory Academy](#)

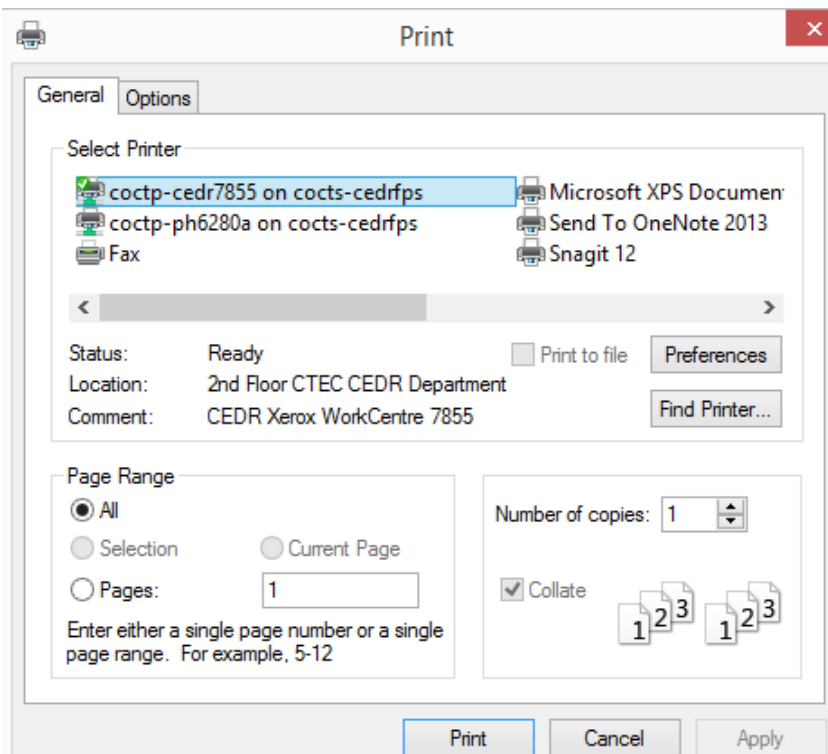
Date Posted: 6/4/2015

**Gompers Preparatory Academy**

Application Deadline: Until Filled

Tired of the same boring traditional methods of teaching? Is singing and dancing a part of your daily routine? Do you yearn for creative freedom? We are looking for creative

A printer dialog box similar to the one in the image below will display. Select the appropriate printer and click the print button at the bottom of the dialog box.



# Printing A Job Description

Printing the job description is just as important as printing the job posting. Once a position closes, the job description may not be available. The job description will either show up on the job posting as text or there will be a blue “Click Here to View” button which will open the job description as a .PDF document.

The below example is the text version of the job description. To print the job description, simply click the blue “Print” link to the right of Job Description/Essential Elements. Use the File/Print Command to print the job description.

## Graphic Design Assistant



### GOMPERS PREPARATORY ACADEMY

A UCSD PARTNERSHIP SCHOOL

1005 47TH STREET, SAN DIEGO, CA 92102-3626 PHONE: (619) 263-2171 FAX: (619) 264-4342

Employer: [Gompers Preparatory Academy](#)

Date Posted: 7/20/2015

Contact: Ivette Limon

Number Openings: (At time of posting) 1

Length of Work Year: 2015-2016, 12 month 260 days

Employment Type: Full Time

Application Deadline: **Until Filled**

Salary: \$31,200 Monday-Friday 7:00-3:30pm

#### Job Description / Essential Elements:

[Print](#)

#### E = Essential Functions

Print Graphic Design – create graphics, posters, event flyers, clothing, and other design work **E**

Digital Graphic Design – graphics for presentations, website, social media, electronic displays **E**

Use of Adobe Creative Cloud Suite **E**

# Printing A Job Description Continued

The below example is the .PDF version of the job description. To print the job description, simply click the blue "Click Here to View" button at the bottom of the posting. The .PDF will open, use the File/Print Command to print the job description. **Please Note:** If the .PDF does not open you may need to restart your computer or update the Adobe Reader software on your computer.

## Intervention Specialist - Anthony Traina Elementary School



### Jefferson School District

1219 Whispering Wind Drive Tracy, CA 95377 Phone: 209-836-3388

[www.jeffersonschooldistrict.com](http://www.jeffersonschooldistrict.com)

**Employer:** [Jefferson Elementary - Tracy](#)

**Date Posted:** 8/6/2015

**Contact:** Vicky Ochoa  
[vochoa@sjcoe.net](mailto:vochoa@sjcoe.net)

**Number Openings: (At time of posting)** 1

**Length of Work Year:** 2015-2016

**Employment Type:** Part Time

**Application Deadline:** 8/20/2015 3:00 PM Pacific

**Salary:** \$24.35 per hour - Step A

**Job Description / Essential Elements:**

[Click Here to View](#)

## Requirements for Applying

- Resume
- Cover Letter
- Three Letters of Recommendation (work related or character)
- Copy of BS/BA degree or higher, please attach.

[CLICK HERE TO APPLY](#)

# Applying For Jobs

Once you have created/updated your EDJOIN profile, applying for a position can take as little as one to two minutes. Maintaining an up to date profile is important as some districts or agencies using EDJOIN recruit applicants through the applicant bank search tool.

To apply for a position, simply search for a position using the keyword search, advanced search or region search. Click on the title of the posting shown in the image below.

Q Jobs

All Job Categories

[Refine Search Criteria](#)  
[Save Search](#)  
[View Saved Searches](#)

Job Posting	Online App	Posted	Deadline	Location	Salary Info
<b>80% Math Teacher (Grades 6-8), A E Wright Middle School, 2015-16 School Year</b> Certificated Staff	✓	8/7/2015	8/18/2015 04:30 pm	Las Virgenes Unified School District, Calabasas Los Angeles County, CA	\$44,939 - \$70,626 full-time annual starting salary (80%)
<b>High School Math Teacher - Algebra</b> Certificated Staff	✓	8/7/2015	Until Filled	Academy of Arts and Sciences Charter School, Thousand Oaks Los Angeles County, CA	45,000.00 annually
<b>Math and Science specialist</b> Certificated Staff	✗	8/7/2015	8/21/2015 11:55 pm	Pacific Rim International School, San Mateo	Dependent on level of education and years of experience

The posting will open. Click the red “Click Here To Apply” button located to the right of the job posting.



**Please Note:** Some agencies do not accept EDJOIN applications. For these positions you will see either a red “Click Here To Apply Offsite” button or you will find instructions in the posting on how to apply.

# Applying For Jobs Continued

If you have not logged in at this point, you will be prompted to do so.

## Login

You must be logged in to apply for this job. In order to login in please enter your username and password below and then click the red **Login** button. If you do not have a login please [Click Here](#) to register for one, thank you.

**Username**

  
**Password**

**Login**

[Forgot Username or Password?](#)

After logging into your account, you will be directed to personal page of the application.

### Personal Information

## Las Virgenes Unified School District

Position: 80 % Math Teacher (Grades 6-8), A E Wright Middle School, 2015-16 School Year

Note: Required fields marked by \*

\*First Name:  MI:

\*Lastname:  Former/Other Names:

### Links

- [Personal](#)
- [Credentials](#)
- [Employment](#)
- [References](#)
- [Education](#)
- [Attachments](#)
- [Signature](#)
- [Submit Application](#)

Clicking Next Will Save Your Progress

**Save** **Next**

# Applying For Jobs Continued

The application will populate with most of the information from your EDJOIN profile with the exception of your social security number and attachments. Complete each page of the application. Click the Save or Next button to the right of the application to save your progress or proceed to the next page.

**Most Current Employer** [Click to Expand/Collapse]

Click Arrow to Move Down [Clear this Section]

Employer: LTDs

Employed: Please provide dates in MM/DD/YYYY format  
From: 1/13/2001 To: 7/1/2025

Presently employed

Address: 11222 S Monrovia St.  
**Important Note:** Address must include street, city, state and zip code.

Supervisor: Mary Carillo 2

Supervisor Job Title: 555

**Links**

- Personal
- **Employment**
- References
- Education
- Attachments
- Signature
- Submit Application

Clicking Next Will Save Your Progress

Prev Save Next

Attachments will need to be added to each application from your library or by uploading new documents. Be sure to upload your attachments with the appropriate attachment type that is requested shown in the image below. The attachment type will be in red to the left of the document that is being requested.

**Please Note:** If attachments have been enforced, you will not be able to proceed in the application process until you upload the required attachments with the required attachment type.

**The following documents are required for this job posting.**

*The Attachment Type will be shown in Red below. Please be sure to select the appropriate attachment type from the drop down menu when attaching your documents.*

**Please Note: If a blue checkmark is not displayed to the left of the attachment type, the requirement has not been met.**

- Letter of Introduction (Cover Letter)
- Resume (Current Resume)

\*No attachments have been added to this application.

**Attachment Details**

**Add an Attachment from your Attachment Library**

[Click to Expand/Collapse]




# Applying For Jobs Continued

Some applications may contain required questions that need to be answered before you can submit the application. **All questions with a red asterisk must have an entry.** Even if a question containing the red asterisk does not apply to you, there still needs to be an entry of NA in the field.

In the example below, the question “Have you ever been asked to resign from a position” is being asked. The applicant answered no however, the following question states “If you answered YES to the previous question, please explain.” Even though the applicant answered No, they still need an entry of NA in this field as it contains a red asterisk indicating it is required.

**\* All additional questions containing a red asterisk are required. If a question does not apply to you, please type 'NA' unless otherwise specified by the district. If a question with a red asterisk is left blank, you will not be able to proceed to the next page or submit your application. Please save frequently, especially while answering essay questions.**

\* How did you hear about this position?

\* Have you ever been asked to resign from a position?

Yes

No

\* If you answered YES to the previous question, please explain.

# Applying For Jobs Continued

The signature page is the final page of the application. It contains questions in regards to past convictions and dismissals, information regarding accommodations and a place to type your name to “Sign” the application.

## LEGAL INFORMATION

**\* CONVICTIONS:** *Required Response*

Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. (Note: Exclude convictions related to the use of marijuana that are over two years old.)

Yes  No

California Labor Code section 432.8 prohibition on asking about marijuana convictions does not apply to Health and Safety Code section 11359 (possession of marijuana for sale) and Health and Safety Code section 11378 (possession of a specific controlled substance). These convictions must be disclosed.

**\* DISMISSALS:** *Required Response*

Have you ever been dismissed or asked to resign from any position?

Yes  No

If you answer Yes to either the convictions or dismissals questions, a text box will appear and you can provide further information.

Yes  No

If "Yes," list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c)

# Applying For Jobs Continued

After completing the convictions and dismissals questions, scroll to the bottom of the page and read the “Authorize and Certification” Message. Type your name in the box to the right of “Signature” to sign the application.

## AUTHORIZATION AND CERTIFICATION

My submission of this on-line application authorizes the school/district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district/County Office and reference source (except in relation to prior contractual agreements, public policy, legal/labor/education code, former employers and their agents or employees, as provided by law) from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district/County Office.

I so authorize and certify.

*"Please Type Your Complete Name Below."*

Signature

## Copy to My Profile

If you would like to have the information in this application update the information in your EDJOIN profile then check the box to the left.



The last section of the Signature page allows you to copy the information from your application to your EDJOIN profile for future use. If you have made any changes to the application that you would like included in your profile, simply check the box prior to clicking save or Next. The information will be saved to your profile and available on future applications.

# Applying For Jobs Continued

The final page of the application process is the Warning page. This page simply notifies the jobseeker that all required materials must be included to be considered for the position. Users can click the “Return to Attachments” button to go back and attach anything that was left off or they can click “Submit Application” to submit the application.

**Please Note:** Once the application is submitted, it cannot be edited. Do not submit the application if you are planning on making changes.

## WARNING: IMPORTANT NOTICE

### Warning

Unless applicants meet the REQUIRED MATERIALS prerequisite for this job posting, they will not be considered for employment. Please review the REQUIRED MATERIALS for this position below and if you have not attached all of the documents to your EDJOIN application required for this posting, click the "RETURN TO ATTACHMENTS" button at the bottom of the page and complete upload. If you have met the requirements shown below, click the 'SUBMIT APPLICATION' button.

Application for PROJECT MANAGER, Middle School Construction Project - Temporary position  
Scotts Valley Unified School District

*To ensure your best chances, make sure you have complied with all requirements set forth in the job posting by the hiring agency.*

Return To Attachments

Submit Application

Once the application has been submitted successfully, you will receive a message on the screen similar to the one below. A similar email will also be sent to the email address that was included in the application.

### Application Complete

Your application was successfully submitted on September 23, 2015 to CEDR Training District for the position of DO NOT APPLY TESTING PURPOSES ONLY 1134 DO NOT APPLY.

**Important:** Many districts communicate with applicants mainly by email. Your email provider may recognize these emails as spam and place them in your junk mail folder. Please watch for these emails and adjust your spam filter accordingly. Communications from the district can also be viewed on your My Applications page by clicking the envelope to the far right of the posting title.





If you have any questions about your application for this position, please contact:

Contact: Cole Admin [Send Email](#)












Phone: 555-555-5555

# Checking The Status Of An Application

Checking the status of your application is an important step in the EDJOIN application process. The status lets you know if the application has been submitted, if it has been viewed by the district or if it has been withdrawn or archived. To check the status of an application, log into your EDJOIN account and click the “My EDJOIN” tab at the top of the screen. Next click Applications. A list containing all of your applications will appear. The status of the application will display directly to the right of the posting title.

Icon Legend		[Click to Expand/Collapse]					
 = Application Attachments	 = Viewed Communication						
 = Print or Preview Application	<b>TS</b> ✓ = Target Success Completed						
 = New Communication	<b>TS</b> X = Target Success Required, No Score on File						

Job Posting	Status		Closes On	Applied On			
<b>DO NOT APPLY TESTING PURPOSES ONLY</b> 1134 DO NOT APPLY CEDR Training District	Submitted		10/1/2015, 11:55 PM	9/23/2015	[Click here to withdraw]		
*Demo Posting - Please Do Not Apply - Spec Ed Instructional Aide CEDR Training District	Submitted		9/1/2015	8/19/2015	[Click here to withdraw]		
<b>DO NOT APPLY Toileting Needs DO NOT APPLY</b> CEDR Training District	Withdrawn		10/1/2015, 11:55 PM	8/11/2015	[Re-Activate Application]		
Do Not Apply-For Testing Only-11445 All Custom Questions CEDR Training District	Submitted		8/28/2015	8/3/2015	[Click here to withdraw]		

## Status Definitions:

**Submitted** - means your application was successfully submitted to the school district

**Withdrawn** - means you withdrew your application

**Not Submitted** - means you started applying for this posting and have not completed all the steps. Click on Edit and complete the application process again. If it still does not successfully transmit, scroll back up the page and make sure ALL required fields are filled in. **NOTE:** If posting has closed, the Edit option is not available. If the deadline has passed and the status reads not submitted, you are no longer able to apply through EDJOIN as the posting has closed. In this case you would need to contact the district to see if there are any other options for applying.

**District viewed** - means the district has looked at your application. For more information about the status of your application, please contact the district directly.

**Posting Archived** - means that the final determination for the posting has been made.

*Please Note:* There are a variety of ways that the district can access the application. The method the district uses to view the application will determine if the system/applicant is notified that the District has viewed the application.

EDJOIN does not manage any applications or screen applicants. Any further information as to the status of your application must be obtained by contacting the district.

# Viewing Emails Sent By A District/Organization

When an email is sent by an organization you have applied to, you receive a copy at the email address you supplied in your application and a copy is sent to your EDJOIN profile. Sometimes emails get caught in Spam or Junk Mail however, you can always rely on emails to show up in your EDJOIN account for review.

To view a message sent by an organization you applied to, simply log into your EDJOIN account and click the My EDJOIN Tab at the top of the screen. Next, click “Applications”. A list containing all of your applications will appear. If a message has been sent about a specific position, a red envelope will appear to the far right like in the image below. Click the envelope.

☰ My Applications

Time Frame:  View Applications By Type:

Icon Legend [Click to Expand/Collapse]

- 📎 = Application Attachments
- ✉ = Viewed Communication
- 🖨 = Print or Preview Application
- TS✓ = Target Success Completed
- ✉ = New Communication
- TSX = Target Success Required, No Score on File

Job Posting	Status		Closes On	Applied On		
<b>DO NOT APPLY TESTING PURPOSES ONLY 1134 DO NOT APPLY CEDR Training District</b>	Submitted		10/1/2015, 11:55 PM	9/23/2015	<a href="#">[Click here to withdraw]</a>	
<b>*Demo Posting - Please Do Not Apply - Spec Ed Instructional Aide CEDR Training District</b>	Submitted		9/1/2015	8/19/2015	<a href="#">[Click here to withdraw]</a>	
<b>DO NOT APPLY Toileting Needs DO NOT APPLY</b>	Withdrawn		10/1/2015, 11:55 PM	8/11/2015	<a href="#">[Re-Activate Application]</a>	

Next, click the title of the email shown in blue to preview the message.

📧 My Emails

Email	Date Submitted	Viewed
<a href="#">Dear Cole Test EDJOIN, Thank you for using the EDJO...</a>	Wednesday, September 23rd 2015	<span style="background-color: red; color: white; padding: 2px 5px;">Unread</span>

# Viewing Emails Continued

The email message will display and will contain the date the email was sent, the message and the contact person for the posting. If you have any questions in regards to the email or the posting, please contact the person listed in the email.

## Email Details

**From:**

[no-reply@edjoin.org](mailto:no-reply@edjoin.org)

**Date Sent:**

Tuesday, May 5th 2015

**Message:**

Dear Cole Test EDJOIN,

Thank you for using the EDJOIN.ORG system in your job search. Your online application for the position of DO NOT APPLY - Teacher 2 has been successfully submitted to the CEDR Training District. Please make sure all required documents have been submitted in the manner listed in the posting. If you have any questions about your application, or about the position for which you've applied, please contact:

Derek Jeter

[derek@jeter.com](mailto:derek@jeter.com)

# System Security

EDJOIN maintains a high level of security (128 bit encryption). You can rest assured that the information you input into EDJOIN such as your Social Security Number, Attachments and any information transmitted through EDJOIN to potential employers will remain secure.

## Logging Out Of Your EDJOIN Account:

You can help ensure that your account remains secure by logging out of EDJOIN each time. This is especially important if you are using a public computer that may be accessed by other users.

To log out of your account, simply click the “Logout” tab at the top left of any EDJOIN page. If the “Logout” tab is not present, you have already logged out. **Please Note: Clicking the red X at the top right or top left of your browser window will not log you out of EDJOIN. That simply closes your browser window.**

The screenshot shows the EDJOIN user interface. At the top left is the EDJOIN.ORG logo. To the right is a search bar with the text "Search for jobs by title, city, state, etc." and a "SEARCH" button. Below the logo are social media icons for Facebook, Twitter, and YouTube. A navigation menu contains "Home", "Job Search", "Events", "My Edjoin", "Logout" (highlighted with a red box), and "Help". Below the navigation is a "My Applications" section with filters for "Time Frame" (All) and "View Applications By Type" (Regular). An "Icon Legend" section explains various icons: a paperclip for Application Attachments, a red envelope for New Communication, a blue checkmark for Target Success Completed, a printer for Print or Preview Application, a grey envelope for Viewed Communication, and a blue X for Target Success Required, No Score on File. Below the legend is a table of job applications.

Job Posting	Status		Closes On	Applied On			
DO NOT APPLY TESTING PURPOSES ONLY 1134 DO NOT APPLY CEDR Training District	Submitted		10/1/2015	9/23/2015	<a href="#">[Click here to withdraw]</a>		



