



Job Seeker Guide – Step by Step

EDJOIN is a free, web-based application for any person who wishes to apply for jobs posted on EDJOIN.

To apply for a job on EDJOIN, you only need to follow the steps outlined in the following pages, one at a time. Each step, on each page, is given a number. Just carefully follow the numbered steps in the order shown. When you finish all of the steps on a page, proceed to the next page. When you finish all of the pages, you will have successfully created an application on EDJOIN, complete with any attachments that you want to include with your application.

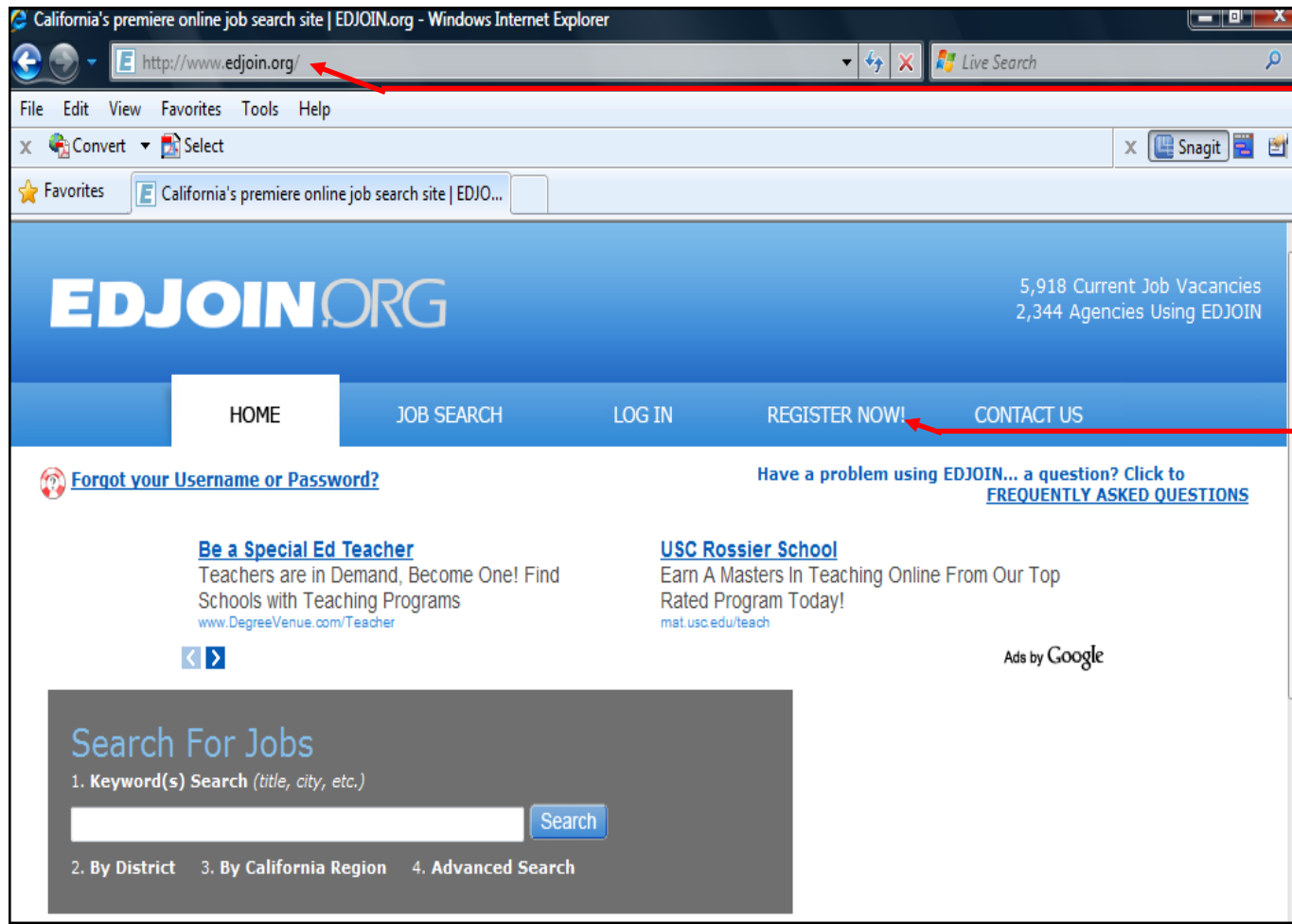
In brief, the EDJOIN application process consists of these phases:

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PHASE 1: Registering with EDJOIN

In Phase 1, you register with EDJOIN. Once you complete your registration, you can use the data you entered over and over again whenever you apply for any new job listed in EDJOIN.



1) Go to <http://www.edjoin.org>

2) Click the Register Now button. The screen displays the first page of the On-Line EDJOIN Registration Form which can be viewed on the next page.

PHASE 1: Registering with EDJOIN (Continued)

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

* Last Name

* E-mail address

* Home Phone

* Mailing Address

* City

State

Zipcode

Country (if outside U.S.)

* Username

* Password

* Verify Password

1) Enter your First/Last Name, Email Address, Home Phone, Mailing Address, City, State, Zipcode and Country if outside the United States.

2) Enter your **User Name** using at least 4 characters. These characters are limited to letters or numbers or a combination of letters and numbers.

3) Type your personal **Password**. Valid passwords are at least 4 characters and can consist of any combination of letters and numbers. *Note:* The following passwords cannot be used: password, test, 123, or temp. Also, the password cannot be the same as your personal **User Name**, **First Name** or **Last Name**.

4) Click Register to create the EDJOIN account with the username and password you have entered.

PHASE 2: Establishing Your Profile: My Info

Phase 2 uses a tab interface that subdivides your overall profile into manageable parts. Click each tab one at a time at the top of the screen to fill in the data for that section of your profile.

The screenshot shows a web interface with a navigation bar at the top containing the following tabs: [My Info](#), [My Employment](#), [My References](#), [My Education](#), [My Credentials](#), [My Attachments](#), and [My Interests](#). The [My Info](#) tab is highlighted with a red box. Below the navigation bar is a blue header for the 'PERSONAL INFORMATION' section. The form contains the following fields:

- * First Name:** Text input field
- MI:** Text input field
- * Last Name:** Text input field
- Former/Other Names:** Text input field
- * Email Address:** Text input field
- * Mailing Address (line 1):** Text input field
- Homepage URL:** Text input field
- Mailing Address (line 2):** Text input field
- * Home Phone:** Text input field
- * City:** Text input field
- Work Phone:** Text input field
- State:** Dropdown menu with '-----Select One-----' and a downward arrow
- Cell Phone:** Text input field
- Zip Code:** Text input field
- Fax:** Text input field
- Country (if other than U.S.):** Text input field
- Social Security Number:** Text input field with a blue question mark icon to its right

Note: It is very important that you include your SSN. By doing so, your CA teaching credential record(s) will automatically be added to your applications.

1) When you see the My Info page, you have successfully created your EDJOIN account and can now start building your EDJOIN profile. It is important that you take your time when completing the My Info, My Employment, My References, My Education, My Credentials, My Attachments sections. The information input in these sections will automatically be input on an application which will prevent you from having to input the same information over and over.

See next page for more instruction on the **My Info** section of your profile.

PHASE 2: Establishing Your Profile: My Info (Continued)

(Second half of the My Info form)

ABOUT YOU (Optional)

Languages:

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

-----Select One----- Read Speak Write Fluent Some

Ethnicity:

Are you Hispanic or Latino? Yes No

What is your race? (Check one or more)

<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Hawaiian	<input type="checkbox"/> Laotian	<input type="checkbox"/> Tahitian
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Hmong	<input type="checkbox"/> Pacific Islander Other	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Asian Other	<input type="checkbox"/> Filipino	<input type="checkbox"/> Japanese	<input type="checkbox"/> Samoan	<input type="checkbox"/> White
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Guamanian	<input type="checkbox"/> Korean		

Gender: -----Select One-----

Exclude My Profile From The ED-JOIN Applicant Bank
Your profile will automatically be placed into the ED-JOIN Applicant Bank where it will be accessible to all school districts and COE'S using the system. If you DO NOT want your profile added to the Applicant Bank, check the box to the left.

2) If you have familiarity with a foreign language choose the language from the drop down provided, check the appropriate box(s) to the right of the drop down and click the Add Language button. Follow these steps to add additional languages if necessary.

3) Include your Race/Ethnicity information and Gender.

4) **Exclude My Profile From The EDJOIN Applicant Bank:**

Your profile will automatically be placed into the EDJOIN Applicant Bank where it will be accessible to all school districts and COE's using the system. If you DO NOT want your profile added to the Applicant Bank simply check the box to the left.

5) Click the **Next** button to save your information and move to the next page. A pop up will appear that reads Page Saved, click OK. If you clicked Next, you will be directed to the Employment History page.

Note: When you click Next the information will be saved however you can click the Save link if you would like to navigate through your profile using the links at the top of the page.

PHASE 2: Establishing Your Profile: My Employment History

My Employment History

[My Info](#) | **[My Employment](#)** | [My References](#) | [My Education](#) | [My Credentials](#)
[My Attachments](#) | [My Interests](#)

▼ [Clear this Section] Most Current Employer

Employer:

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

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:

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

Job Duties:

Hours/Week:

Salary:

Reason For Leaving:

Please do not contact this employer

1) If you did not click Next in the previous step, click the **My Employment** tab to enter your employment history. There is enough space to enter up to three employers.

2) Type your employment data listing the most recent employers first. *Note:* Some fields are used only for certificated or classified applications.

3) If you do not want a particular employer contacted, be sure and click the **Please do not contact this employer** check box.

4) If you would like to change the order of the employers listed, click the arrow at the top left of each employer box to move that employer up or down.


PHASE 2: Establishing Your Profile: My Employment History (Continued)

Contract

Are you currently under contract?

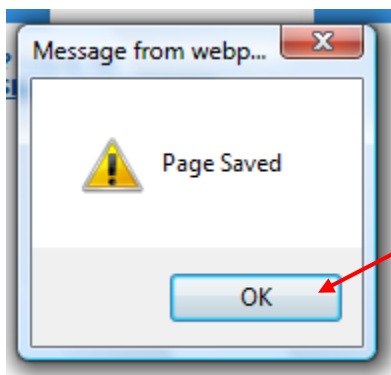
Yes No

If so with whom?

Expires 

5) At the bottom of the Employment History section, you can input information having to do with employers you are currently under contract with.

6) Make sure to click the **Save** or **Next** button at the bottom of the screen to save your data.



7) If you clicked Save, a pop-up window will appear that reads Page Saved, click **OK**. If you clicked Next, you will be directed to the **My References** page.

PHASE 2: Establishing Your Profile: My References

My References

[My Info](#) | [My Employment](#) | **[My References](#)** | [My Education](#) | [My Credentials](#)
[My Attachments](#) | [My Interests](#)

Please Read:

- Professional references are those individuals who can provide information about a job seeker's performance and suitability for employment.
- Professional references should have first-hand knowledge of your job performance.

▼ [Clear this Section] Reference One

Name:

Title:

Organization/Company:

Street Address:

City:

State/Zip Code:

Phone:

Email Address:

1) If you did not click Next in the previous step, click the **My References** tab to enter your references contact information. There is enough space to enter up to three references.

2) Input your references contact information into each box. If you would like to change the order of the references entered, click the arrow at the top left of each reference

3) Make sure to click **Save** or **Next** button at the bottom of the screen to save your data.

A pop-up window will appear. Click **OK**.

If you clicked Next, you will be directed to the My Education page.

Phone:

Email Address:

PHASE 2: Establishing Your Profile: My Education

My Education

[My Info](#) | [My Employment](#) | [My References](#) | **[My Education](#)** | [My Credentials](#)
[My Attachments](#) | [My Interests](#)

High School Information

Name of High School:

I have a high school diploma I have a GED

Highest Grade Completed:

▼ [Clear this Section] Most Current College, School, University Attended

Name of School:

Major:

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

Units:

Quarter
 Semester

Degree/Certificate: ▼

▲ [Clear this Section] Fourth Most Current College, School, University Attended

Name of School:

Major:

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

Units:

Quarter
 Semester

Degree/Certificate: ▼

1) If you did not click Next in the previous step, click the **My Education** link to enter your educational experience. There is enough space to enter up to four colleges.

2) Type the name of your high school and the highest grade you completed. Click the appropriate check box for **I have a high school diploma** or **I have a GED** if applicable.

3) Type the name of the college(s) that you attended, beginning with the most recent college first. Enter your major, the number and type of units you completed (quarter or semester), and the degree you received. If you did not receive a degree, select "No Degree".

4) If you would like to change the order of the education entered, click the arrow at the top left of the education box.

5) Make sure to click **Save** or **Next** at the bottom of the screen to save your data. If you click Next, you will be directed to the My Credentials page.

PHASE 2: Establishing Your Profile: My Credentials

My Credentials

[My Info](#) | [My Employment](#) | [My References](#) | [My Education](#) | **My Credentials** | [My Attachments](#) | [My Interests](#)

I possess the following Teaching Credential(s)	State	Expires
<input type="button" value="Add a Credential"/>		

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

<input type="checkbox"/> Arts	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Geosciences	<input type="checkbox"/> Economics
<input type="checkbox"/> English	<input type="checkbox"/> Biological Sciences	<input type="checkbox"/> Physics	<input type="checkbox"/> Geography
<input type="checkbox"/> Reading/Language Arts	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Civics and Government	<input type="checkbox"/> History
<input type="checkbox"/> Foreign Language			

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

<input type="checkbox"/> I hold a valid California Teaching Credential
<input type="checkbox"/> I hold a valid California Emergency Credential
<input type="checkbox"/> I hold a valid Teaching Credential in another state

Applied For Credential

If you do not currently hold a valid teaching credential, through which college or university have you applied?

Date Applied

1) If you did not click Next in the previous step, click the **My Credentials** link to enter your credential information. There is no limit to the number of credentials that can be added.

Follow steps 3-8 on the next page for each credential. *Note:* This tab is only used if you are applying for either a certificated or certificated management position.

2) Click the **Add a Credential** button and proceed to the next page for step by step instructions on adding your credentials.

PHASE 2: Establishing Your Profile: My Credentials (Continued)

My Credentials

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

I possess the following Teaching Credential(s) State Expires

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----

Authorized Field:
▼

State/Country:
----Select One----

Expiration Date:
[Calendar icon] []
Leave blank if you have a lifetime credential

Add Credential

3) Click the drop down arrow to display a list of **Credential Types**. Select the type that best applies to you.

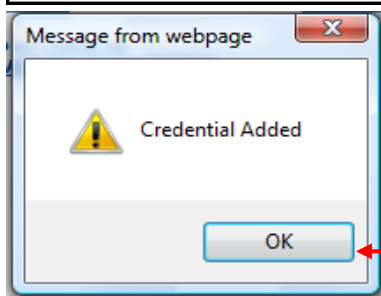
4) Click the drop down arrow to display a list of **Authorized Fields**. Select the field that applies to you. *Note:* Not all credential types have authorized fields.

5) Click the drop down arrow to display the state that issued the credential. Select the state from the list.

6) Type the date that the credential expires in the mm/dd/yyyy format. *Note:* Leave blank if the credential is a lifetime credential.

7) Click the Add Credential button once you have completed the previous steps.

8) After clicking **Add Credential**, you will receive a Credential Added confirmation box, click **OK**.



PHASE 2: Establishing Your Profile: My Credentials (Continued)

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

<input type="checkbox"/> Arts	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Geosciences	<input type="checkbox"/> Economics
<input type="checkbox"/> English	<input type="checkbox"/> Biological Sciences	<input type="checkbox"/> Physics	<input type="checkbox"/> Geography
<input type="checkbox"/> Reading/Language Arts	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Civics and Government	<input type="checkbox"/> History
<input type="checkbox"/> Foreign Language			

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

I hold a valid California Teaching Credential
 I hold a valid California Emergency Credential
 I hold a valid Teaching Credential in another state

Applied For Credential

If you do not currently hold a valid teaching credential, through which college or university have you applied?

 Date Applied

Tests, Certificates and Programs

I have passed the following tests (check all that apply):
 CBEST MSAT RICA PRAXIS/SSAT CSET

I am participating in the following programs (check all that apply):
 Pre-Intern Intern BTSA

I hold the following certificates (check all that apply):
 BCC BCLAD CLAD LDS ELD/SDAIE

Other:

Extracurricular

Indicate any sport(s) or other extracurricular activities for which you are qualified to direct or coach.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

1) If you possess Certificates of Compliance for No Child Left Behind Act (NCLB), click all the **Subject Area(s)** check boxes that apply to you.

2) Click all the **Credential Indicator** check boxes that apply to you.

3) If you do not hold a credential, but have applied for one, type the name of the school where you applied. In addition, input the date that you entered the credentialing programs.

4) Click all the **Tests, Certificate** and **Program** check boxes that apply to you.

5) Type the name(s) of any sport or extracurricular activities that you would be qualified to direct or coach. You may enter up to a total of four sport/activities.

6) Make sure to click **Save** or **Next** at the bottom of the screen to save your data. If you click **Next**, you will be directed to the **My Attachments** page.

PHASE 3: Attaching Required Documents: My Attachments

In phase 3 you will be attaching documents to your EDJOIN profile. These documents can be attached to any application that you submit in the future. Attached documents must be formatted in one of four formats: .pdf, .jpg, .txt or .rtf. In the steps below, files that are to be attached are located in the My Documents folder on a PC. *Note:* The Attachment Library now has room for up to 12 megabytes of documents.

My Attachments

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

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

Attachment Details	Size	Added On
No Attachments have been added to this profile		
You currently have 0 attachment(s) in your library using 0 KB of disk space. You currently have 12 MB of disk space remaining.		

Add a New Attachment [Employers prefer Adobe's Portable Document Format \(PDF\).](#)

Attachment:

Type:

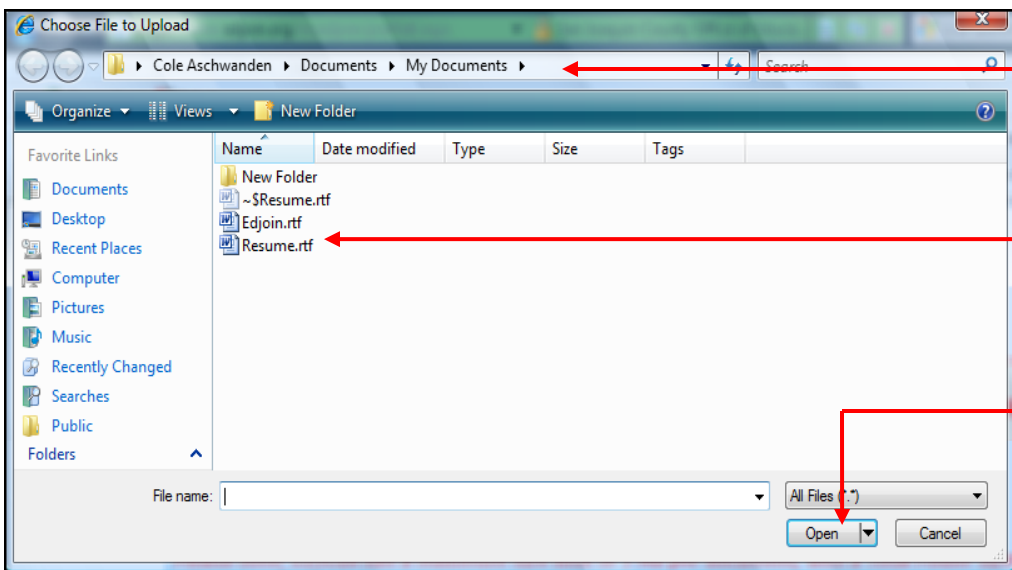
Please note: EDJOIN has a maximum size limit of 1 MB per document, with a Total Folder size of 12 MB per application.

1) If you did not click Next in the previous step, click the **My Attachments** link to add attachments to your library.

2) Click the Browse button to search for the file on your computer that you wish to attach.

See example of the Windows **Choose File window** on the next screen.

PHASE 3: Attaching Required Documents: My Attachments (Continued)

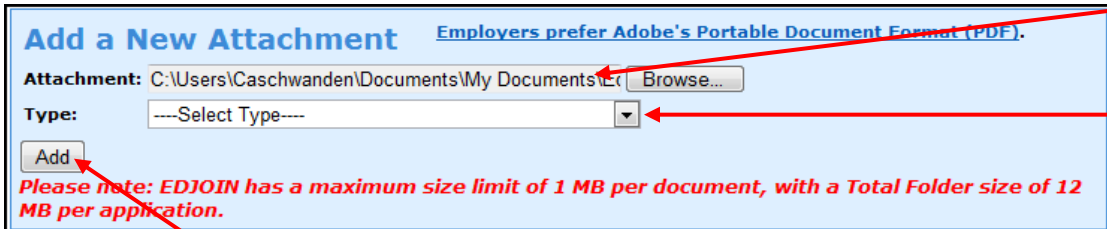


3) Find the document on your computer. In the example to the left, our file is in the *My Documents* folder.

4) Click the file that you want to attach. Your file must be in one of four formats: **.pdf**, **.jpg**, **.txt** (text only), or **.rtf** (rich text format). The **.pdf** is the preferred choice.

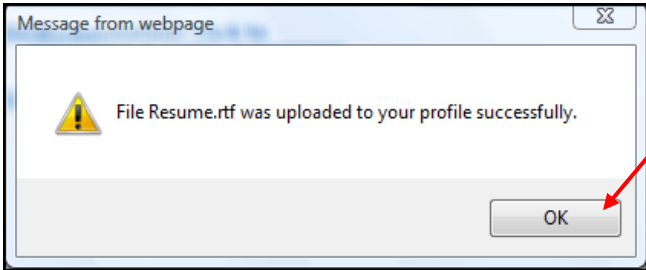
5) Click the **Open** button to attach the file.

6) After clicking Open in the previous step, the path to the file will automatically be entered in the field next to the Browse button.



7) Click the drop down arrow to select the type of attachment. **Example:** Resume

8) Click the **Add** button to add the file to your Attachments Library.



9) After clicking Add, you will receive a file uploaded successfully window, click **Ok**.

PHASE 3: Attaching Required Documents: My Attachments (Continued)

My Attachments

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

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

Attachment Details	Size	Added On
Resume.rtf [preview] Resume	30.18 KB	5/7/2010 9:59:07 AM

You currently have 1 attachment(s) in your library using 30.18 KB of disk space.
You currently have 11.97 MB of disk space remaining.

Add a New Attachment [Employers prefer Adobe's Portable Document Format \(PDF\).](#)

Attachment:

Type:

Please note: EDJOIN has a maximum size limit of 1 MB per document, with a Total Folder size of 12 MB per application.

10) You will see the name of your newly added file under Attachment Details.

11) If you would like to delete a file previously uploaded to your attachment library, click the gray X to the right of the file.

12) To add more documents, click **Browse**, and repeat steps 3-9 on the previous page.

13) Click the **Next** button at the bottom of the page once all files have been attached.

Message from webpage

You have completed all of the profile pages. On the next page you can specify your job interests.

14) You will receive a pop-up window that reads, "you have completed all of the profile pages. On the next page you can specify your job interests." Click the **Ok** button to proceed.

PHASE 4: My Interests: My Jobs Of Interest

My Interests

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

My Jobs of Interest

[Edit Job Interest List](#) ←

Teacher - Children's Center
 Teacher - Middle Grades

My Locations of Interest

[Edit Area Interest List](#)

Inyo
 Lake
 Mono
 Shasta
 Tuolumne

Check the job type(s) below that you are interested in and click "Save".

Category	Job Type
<input type="checkbox"/> Certificated	Coach
<input type="checkbox"/> Certificated	Coordinator
<input type="checkbox"/> Certificated	Counselor
<input type="checkbox"/> Certificated	Language, Hearing, and Speech
<input type="checkbox"/> Certificated	Nurses / Health Services
<input type="checkbox"/> Certificated	Other Certificated
<input type="checkbox"/> Certificated	Program Specialist
<input type="checkbox"/> Certificated	Recruitment Event Registration
<input type="checkbox"/> Certificated	Substitute Teacher
<input type="checkbox"/> Certificated	Teacher - 1-3
<input type="checkbox"/> Certificated	Teacher - 4-6
<input type="checkbox"/> Certificated	Teacher - Adult Education
<input type="checkbox"/> Classified Management	Manager, Director Level
<input type="checkbox"/> Classified Management	Manager, Supervisor Level
<input type="checkbox"/> Classified Management	Other Manager / Supervisor

←

1) If you did not click Next in the previous step, click the **My Interests** link to select the job categories in which you have interest in.

2) Click the blue **Edit Job Interest List** link below My Jobs of Interest.

3) Click all of the check boxes that pertain to the job categories you are interested in.

4) Click the **Save** button at the bottom of the page to save your selections and return to the My Interests screen.

PHASE 5: My Interests: My Locations Of Interest

My Interests

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

My Jobs of Interest

[Edit Job Interest List](#)

Teacher - Children's Center Teacher - Middle Grades

My Locations of Interest

[Edit Area Interest List](#) ←

Inyo Lake Mono Shasta Tuolumne

Click the areas on the map below that you are interested in working in and click "Save".

Select Areas of Interest

When you click on a region on the map the corresponding region in the list of regions below the map will be checked. If you want to check or uncheck individual counties, do so by checking the appropriate check boxes in the list.

Central California Recruitment Area
 Amador Calaveras Fresno Kern Kings Madera Mariposa
 Merced Monterey San Benito San Joaquin San Luis Obispo
 Santa Barbara Santa Clara Santa Cruz Stanislaus Tulare Tuolumne
 Ventura

1) Click the blue **Edit Area Interest List** link below My Locations of Interest.

2) Click one or more check boxes to select the counties that you would be interested in. Proceed to next page.

PHASE 5: My Interests: My Locations Of Interest (Continued)

Inland Empire Teacher Recruitment Area
 Inyo Mono Riverside San Bernardino

Los Angeles Area Recruitment Area
 Los Angeles

Los Angeles Unified Recruitment Area
 Los Angeles Unified

Northern California Recruitment Area
 Alameda Alpine Butte Colusa Contra Costa Del Norte El Dorado Glenn Humboldt Lake Lassen Marin Mendocino Modoc Napa Nevada Placer Plumas Sacramento San Francisco San Mateo Shasta Sierra Siskiyou Solano Sonoma Sutter Tehama Trinity Yolo Yuba

Other Ed. Organizations
 Statewide Ed. Orgs.

Southern California Recruitment Area
 Imperial Orange San Diego

3) After selecting your locations of interest, Click the **Save** button at the bottom of the page to save your selections. Your screen will return to the **My Interest** tab as shown in step 4 below.

My Interests

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

My Jobs of Interest

[Edit Job Interest List](#)
 Teacher - Children's Center Teacher - Middle Grades

My Locations of Interest

[Edit Area Interest List](#)
 Inyo Lake Mono Shasta Tuolumne

4) After clicking Save, your **Locations of Interest** section is complete.

PHASE 6: Searching And Applying For A Job

Assuming that you logged in and registered with EDJOIN, you are ready to search for jobs.



Note: If you are using a Mac, hold down the Apple Command key in place of the Ctrl key for the steps below.

1) Click the Job search tab at the top of the screen.

2) Use the scroll bar to view **Teaching Positions** and **Other Positions**. Click the selection you would like to search by or hold the **Ctrl** key on your keyboard and select multiple items to search by. To deselect a choice, hold the Ctrl key on your keyboard and click the position to deselect.

3) Use the scroll bar to view the list of **Counties** that you want to search. Hold down the **Ctrl** key and select one or more counties where you want to search. To deselect a choice, hold the **Ctrl** key on your keyboard and click the county to deselect.

4) Click the **Search** button at the bottom of the page to start your search in the EDJOIN database using the criteria you have selected. If there are any job listings that match your criteria, they will be displayed on your screen. See example in step 5 on the next page.

PHASE 6: Searching And Applying For A Job (Continued)

Your search returned 4 job postings for a total of 2 job vacancies. Please click a job title below for detailed information about a specific posting. You can sort your results in both directions (ascending/descending) by clicking on a column header.

Search Criteria [hide](#)

Job Type(s): Certificated - Teacher - Adult Education, Certificated - Counselor
 Counties(s): Colusa, Contra Costa

[Redefine Search Criteria](#)
[Save This Search](#)

Show

Job Posting	Online App	Date Posted	Location	Salary Info
Req. ESL Teacher Posted: 5/4/2010 - Deadline: 5/14/2010 4:30 PM PST Certificated Staff	✓	5/4/2010	Liberty Union High School District, Brentwood Contra Costa County	\$26.00 hour
High School Counselor Posted: 4/21/2010 - Deadline: 5/14/2010 1:00 PM PST Certificated Staff	✓	4/21/2010	Maxwell Unified, Maxwell Colusa County	49,481 - 59,853
Substitute Teacher - Contra Costa Adult Schools (CCAS) Posted: 3/9/2010 - Deadline: Until Filled Certificated Staff	✓	3/9/2010	Contra Costa County Office Of Education, Pleasant Hill Contra Costa County	\$25.90 per hour
DIS Counselor/Therapist - Part Time Posted: 11/20/2009 - Deadline: Until Filled Certificated Staff	⊘	11/20/2009	Tobinworld, Antioch Contra Costa County	Depends upon experience

Displaying 1 to 4 of 4 Page 1 of 1

[Advanced Search](#) | [District Search](#) | [California Map Search](#)

5) Click the Job Posting title to see more details.

6) If you see a blue check mark under Online App, you can apply for the posting online through EDJOIN.

7) If you see a blue circle with a line through it, this means that the entity who posted the job is not accepting online applications through EDJOIN. To apply for a position that is not accepting online applications in EDJOIN, follow the application instructions listed in the posting.

PHASE 6: Searching And Applying For A Job (Continued)

Beg. ESL Teacher
Category: Teacher - Adult Education

Employer: [Liberty Union High School District](#) Date Posted: 5/4/2010

Work Year: school year Application Deadline: 5/14/2010 4:30 PM Pacific

Employment Type: Part Time Contact: [Debbie Carrasco](#)
925-634-2166 2022

Salary: \$26.00 hour Number Openings: (At time of posting) 1

Job Description / Essential Elements:

Additional Information:
• [Requirements for Applying](#)
• [Links Related to this Job](#)
• [Comments and Other Info](#)
• [View Other Job Desc. / Ess. Elem.](#)

Requirements for Applying Links Related to this Job

Materials • [LUHSD Human Resources](#)
California Teaching Credential/English Learners

Important Comments


The Liberty Union High School District is located in Northern Brentwood. Start date 7/26/10. Hourly part time 7.5 hrs. per week

Application Deadline: 5/14/2010 4:30 PM Pacific

[Click Here to Apply](#) [Add To My Wish List](#) [View My Wish List](#)

8) If you would like to continue searching for positions before filling out online applications, click the **Add To My Wish List** button. The posting will be added to your **My Job Wish List** link found in step 10 on the next page.

Message from webpage

 This Job Posting has been added to your wish list

OK

9) Clicking the **Add To My Wish List** link will bring up a confirmation window that reads, "This Job Posting has been added to your wish list". Click the **Ok** button.

PHASE 6: Searching And Applying For A Job (Continued)

HOME JOB SEARCH **MY EDJOIN** CONTACT US LOG OUT

Logged in as **ctest** - [My Applications](#) Have a problem using EDJOIN... a question? Click to [FREQUENTLY ASKED QUESTIONS](#)

My Edjoin

- [Edit my Profile](#)
- [Change my Password](#)
- [Print my Profile](#)
- [Upload or remove attachments](#)
- [Check the status of my Applications](#)
- [Access my saved searches](#)
- [My Job Wish List](#)
- [Get Help](#)

10) When you are ready to start applying for positions, or would like to view positions that you have added to your wish list, click the **My EDJOIN** tab at the top of the screen. Next click the **My Job Wish List** link to view your wish list. Your wish list will be displayed like the example below.

You can add jobs to your Job Wish List by clicking on the button that says "Add to My Wish List" when you are looking at jobs. Note that jobs that have already expired will not show up on your list anymore.

Displaying 1 to 3 of 3 Page 1 of 1

	Position	Organization	Deadline	
View Job	Extended Learning Program Instructional Assistant, 1 hr, Plymouth	Amador Co. Office Of Education	Until Filled	
View Job	Preschool Teacher (50% position)	Mountain View Whisman Elementary	05/14/2010	
View Job	Secretary - RG - DO NOT APPLY	RIMS-TRC Training District	05/12/2010	

Displaying 1 to 3 of 3 Page 1 of 1

PHASE 6: Searching And Applying For A Job (Continued)

HOME JOB SEARCH MY EDJOIN CONTACT US LOG OUT

Logged in as **ctest** - [My Applications](#) Have a problem using EDJOIN... a question? Click to [FREQUENTLY ASKED QUESTIONS](#)

My Job Wish List

You can add jobs to your Job Wish List by clicking on the button that says "Add to My Wish List" when you are looking at jobs. Note that jobs that have already expired will not show up on your list anymore.

Displaying 1 to 3 of 3 Page 1 of 1

	Position ▲	Organization	Deadline	
View Job	Extended Learning Program Instructional Assistant, 1 hr, Plymouth	Amador Co. Office Of Education	Until Filled	
View Job	Preschool Teacher (50% position)	Mountain View Whisman Elementary	05/14/2010	
View Job	Secretary - RG - DO NOT APPLY	RIMS-TRC Training District	05/12/2010	

Displaying 1 to 3 of 3 Page 1 of 1

11) After clicking **My Job Wish List** in the previous step, you will be able to view all positions that you have added to your wish list.

Click **View Job** and proceed to the next step.

12) If you would like to delete the position from your wish list, click the red X to the right of the posting.

PHASE 6: Searching And Applying For A Job (Continued)

Preschool Teacher (50% position)

Category: Teacher - Children's Center

print posting
 email friend

Employer:	Mountain View Whisman Elementary	Date Posted:	5/4/2010
Work Year:	2010-2011 school year; 186 days	Application Deadline:	5/14/2010 4:00 PM Pacific
Employment Type:	Part Time	Contact:	Josette Villasenor 650-526-3555
Salary:	\$31,336 - \$45,321 annual full-time	Number Openings: (At time of posting)	1
		Job Description / Essential Elements:	Click Here to View
		Additional Information:	
		<ul style="list-style-type: none"> • Requirements for Applying • Links Related to this Job • Comments and Other Info • View Other Job Desc. / Ess. Elem. 	

Requirements for Applying	Links Related to this Job
<p>Materials Child Development Program Director Permit (preferred) which requires BA degree including 24 CD/ECE units with CORE courses; 6 administration units and 2 adult supervision units</p> <p>Child Development Site Supervisor Permit (minimum requirements) which requires AA degree or 60 semester units including 24 CD/ECE units with CORE courses, 6 administration units and 2 adult supervision units</p> <p>Letter of Introduction (or cover letter) Current Resume</p> <p>Documents The submission of at least one document from each of the following groups is required for this position: (groups are designated by a bullet) Copy of Transcript</p>	<ul style="list-style-type: none"> • Learn about our District • Learn about our Community

Important Comments

Mountain View Whisman School District is dedicated to providing a high-quality preschool program. We are looking for enthusiastic, creative and committed early childhood educators to become a part of our Preschool Team.

Application Deadline: 5/14/2010 4:00 PM Pacific

[Click Here to Apply](#)
[Add To My Wish List](#)
[View My Wish List](#)

13) Read the **Requirements For Applying** and the **Important Comments** sections. Next click the **Click Here to Apply** button to apply for the position.

If the Click Here to Apply button does not appear on the screen, review the posting for instructions on how to apply or call the person listed and inquire on the application procedure for the job posting.

PHASE 6: Searching And Applying For A Job (Continued)

Application for Preschool Teacher (50% position)
Mountain View Whisman Elementary

Personal | Credentials | Employment | References | Education | Attachments | Signature

Page 1 of 7

PERSONAL INFORMATION

* **First Name:** Cole MI: * **Last Name:** Test

Former/Other Names: Colby

* **Email Address:** caschwanden@myemail.com

* **Mailing Address (line 1):** 2343 M. Street

Homepage URL:

Mailing Address (line 2)

* **Home Phone:** 666-777-8888

* **City:** Lokis

Work Phone: 666-777-9999

State: California

Cell Phone: 888-999-9999

Zip Code: 89898

Fax: 777-888-9999

Country (if other than U.S.)

Social Security Number: ?

Note: It is very important that you include your SSN. By doing so, your CA teaching credential record(s) will automatically be added to your applications.

ABOUT YOU (Optional)

Languages:

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

-----Select One----- Read Speak Write Fluent Some

Ethnicity:

Are you Hispanic or Latino? Yes No

What is your race? (Check one or more)

American Indian/Alaskan Native Cambodian Hawaiian Laotian Tahitian

Asian Indian Chinese Hmong Pacific Islander Other Vietnamese

Asian Other Filipino Japanese Samoan White

Black or African American Guamanian Korean

Gender: Male

14) Since we previously created a personal profile under **My Profile / My Info** tabs, the fields on this screen are pre-filled for you.

If you have not created a personal profile and you anticipate applying for other jobs, you should create a profile to save time.

Occasionally, a district may include a set of additional questions that require answers as part of the application process. **Additional Questions** can be found at the bottom of each section in the application process.

Note: If you are on the last section of the application process, the "Signature Page", the additional questions will be at the top of the page.

Verify the information on the page is correct and click the **Next** button at the bottom of the page to continue.

PHASE 6: Searching And Applying For A Job (Continued)

**Application for Preschool Teacher (50% position)
Mountain View Whisman Elementary**

Personal **Credentials** Employment References Education Attachments Signature

Page 2 of 7

I possess the following Teaching Credential(s)	State	Expires
Children's Center Instruction Permit (P10I)	California	01/01/2013

Add a Credential

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

Arts Mathematics Geosciences Economics
 English Biological Sciences Physics Geography
 Reading/Language Arts Chemistry Civics and Government History
 Foreign Language

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

I hold a valid California Teaching Credential
 I hold a valid California Emergency Credential
 I hold a valid Teaching Credential in another state

Applied For Credential

If you do not currently hold a valid teaching credential, through which college or university have you applied?

 Date Applied

Tests, Certificates and Programs

I have passed the following tests (check all that apply):
 CBEST MSAT RICA PRAXIS/SSAT CSET

I am participating in the following programs (check all that apply):
 Pre-Intern Intern BTSA

I hold the following certificates (check all that apply):
 BCC BCLAD CLAD LDS ELD/SDAIE

Other:

Extracurricular

Indicate any sport(s) or other extracurricular activities for which you are qualified to direct or coach.

Previous **Next** Save

15) Since we previously created a personal profile under **My Profile / My Credentials** tabs, the fields on this screen are pre-filled for you.

If you do not have a profile established, click the appropriate checkboxes and fill in the fields that apply to you.

16) Click the **Next** button at the bottom of the page to proceed to the next step.

PHASE 6: Searching And Applying For A Job (Continued)

**Application for Preschool Teacher (50% position)
Mountain View Whisman Elementary**

Personal Credentials **Employment** References Education Attachments Signature

Page 3 of 7

[Add a New Employer to Top of List](#)

[Clear this Section] Most Current Employer

Employer:

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

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:

Salary:

Reason For Leaving:

Please do not contact this employer

Contract

Are you currently under contract?
 Yes No

If so with whom? Expires

17) Since we previously created a personal profile under the **My Profile / My Employment** tabs, the fields on this screen are pre-filled for you.

If you do not have a profile established, click the appropriate checkboxes and fill in the fields that apply to you.

There will be room for three employers beginning with your most current employer.

18) Click the **Next** button to proceed to the next step.

PHASE 6: Searching And Applying For A Job (Continued)

**Application for Preschool Teacher (50% position)
Mountain View Whisman Elementary**

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

Page 4 of 7

[Add a New Reference to Top of List](#)

Please Read:

- Professional references are those individuals who can provide information about a job seeker's performance and suitability for employment.
- Professional references should have first-hand knowledge of your job performance.

▼ [Clear this Section] Reference One

Name:	<input type="text" value="Marty Hubbard"/>
Title:	<input type="text" value="Supervisor"/>
Organization/Company:	<input type="text" value="Apple"/>
Street Address:	<input type="text" value="1122 S. Orange Street"/>
City:	<input type="text" value="Mayfield"/>
State/Zip Code:	<input type="text" value="CA 98989"/>
Phone:	<input type="text" value="222-222-2222"/>
Email Address:	<input type="text" value="mhubbard@smtsmsd.org"/>

▲▼ [Clear this Section] Reference Two

Name:	<input type="text"/>
Title:	<input type="text"/>
Organization/Company:	<input type="text"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
State/Zip Code:	<input type="text"/>
Phone:	<input type="text"/>
Email Address:	<input type="text"/>
Phone:	<input type="text"/>
Email Address:	<input type="text"/>

19) Since we previously created a personal profile under the **My Profile / My References** tabs, the fields on this screen are pre-filled for you.

If you do not have a profile established, fill in the fields that apply to you.

There will be room for three references on the page.

20) Click the **Next** button to proceed to the next step.

PHASE 6: Searching And Applying For A Job (Continued)

**Application for Preschool Teacher (50% position)
Mountain View Whisman Elementary**

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

Page 5 of 7

High School Information

Name of High School:
Monrovia High

I have a high school diploma I have a GED

Highest Grade Completed:

Add a New College/University/School to Top of List

[Clear this Section] Most Current College, School, University Attended

Name of School: UC Santa Cruz

Major: Science

Attended: From: 1/1/2000 To: 3/1/2005
Please provide dates in MM/DD/YYYY format

Units: 17

Quarter
 Semester

Degree/Certificate: B.A./B.S.

[Clear this Section] Second Most Current College, School, University Attended

Name of School:

Major:

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

Units: 0

Quarter
 Semester

Degree/Certificate: ----No Degree----

21) Since we previously created a personal profile under the **My Profile / My Education** tabs, the fields on this screen are pre-filled for you.

If you do not have a profile established, click the appropriate checkboxes and fill in the fields that apply to you.

There will be room for your High School Information and four colleges.

22) Click the **Next** button to proceed to the next step.

PHASE 6: Searching And Applying For A Job (Continued)

Application for Preschool Teacher (50% position)
Mountain View Whisman Elementary

[Personal](#) [Credentials](#) [Employment](#) [References](#) [Education](#) **[Attachments](#)** [Signature](#)

Page 6 of 7

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

Attachment Details	Size	Added On
No Attachments have been added to this application You currently have 0 attachment(s) in your library using 0 KB of disk space. You currently have 12 MB of disk space remaining.		

The following documents are required for this job posting

Copy of Transcript

Add an Attachment from your Attachment Library
Add one or more attachments from your attachment library by checking the appropriate checkboxes and clicking the Add button.

File	Type
<input type="checkbox"/> Resume.rtf	Resume

Add to this application

Upload New File

Previous Next

23) If there are files in your Attachment Library that you would like to attach to this application, check the name of the file and click the **Add to this application** button.

If you have added all required documents to the application, click the **Next** button at the bottom of the page.

Note: When the required documents have been attached to the application, the boxes to the right of the document name will have a green check mark.

Click the **Upload New Files** button to attach a file located on your computer to this application. See example on next page.

PHASE 6: Searching And Applying For A Job (Continued)

Add a New Attachment Employers prefer Adobe's Portable Document Format (PDF).

Attachment: Browse...

Type:

Add this attachment to this application ONLY

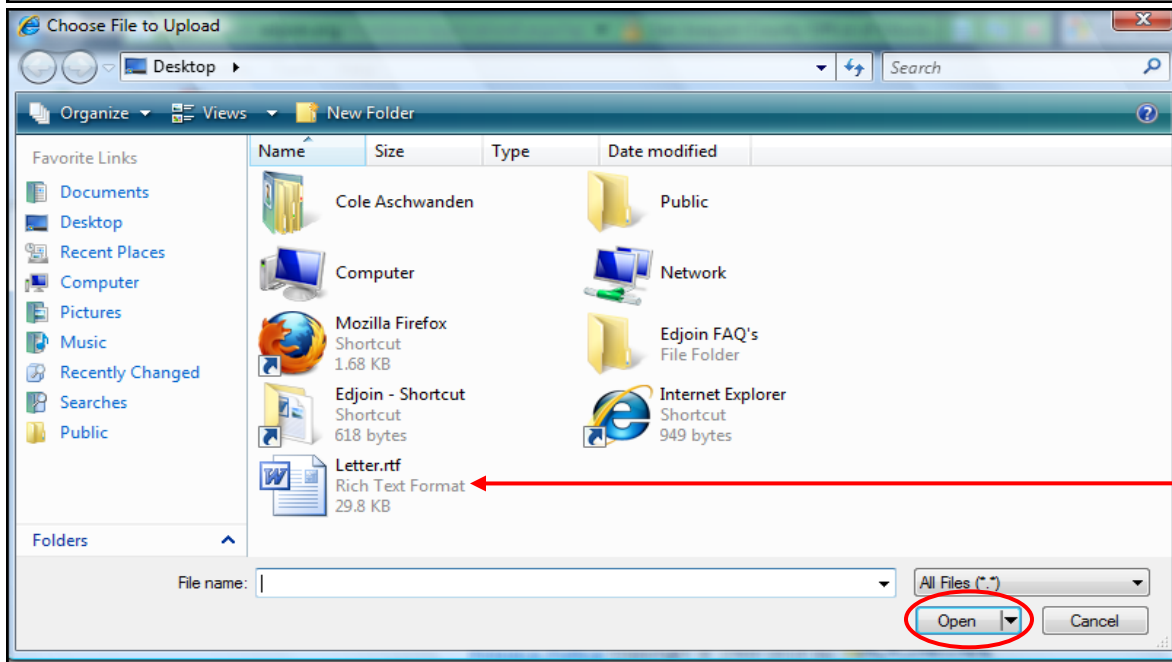
Add this attachment to this application AND my profile

Add Attachment

Please note: EDJOIN has a maximum size limit of 1 MB per document, with a Total Folder size of 12 MB per application.

Return to Attachment Library

Previous Next



24) If you clicked the **Upload New Files** button, you will see this screen to the left.

Click the **Browse** button to browse for the file on your computer.

Click the name of the file and click the Open button in the **Choose file to upload** dialog box.

See more on attachments on pages 13-15 and in the [Frequently Asked Questions](#) section located at the top right of your EDJOIN screen.

PHASE 6: Searching And Applying For A Job (Continued)

The screenshot shows a web form titled "Add a New Attachment" with a sub-header "Employers prefer Adobe's Portable Document Format (PDF)". The form contains the following elements:

- Attachment:** A text box containing the file path "C:\Users\Caschwanden\Desktop\Letter.rtf" and a "Browse..." button to its right. A red arrow points from the "Attachment" box to a callout box (25).
- Type:** A dropdown menu with the text "----Select Type----" and a downward-pointing arrow. A red arrow points from the dropdown to a callout box (26).
- Radio Buttons:** Two radio buttons are present: "Add this attachment to this application ONLY" (which is selected) and "Add this attachment to this application AND my profile".
- Buttons:** An "Add Attachment" button is located below the radio buttons. A red arrow points from this button to a callout box (27). Below it is a "Return to Attachment Library" button.
- Navigation:** At the bottom of the form are "Previous" and "Next" buttons. A red arrow points from the "Next" button to a callout box (28).
- Note:** A red italicized note states: "Please note: EDJOIN has a maximum size limit of 1 MB per document, with a Total Folder size of 12 MB per application."

25) The path of where the file is saved on your computer will appear in the **Attachment** box.

26) Click the drop down arrow to select the type of document you are attaching.

Note: This is an important step as you will want to make sure to select the appropriate type of document. Some districts enforce specific types of documents to be attached.

Example: If you select Letter of Reference when you are attaching a letter of Introduction, the system may not see this as a valid attachment on some applications if the district has enforced specific types of documents.

27) Click the Add Attachment button to add your document to the application.

28) Click the Next button to advance to the next step in the application.

PHASE 6: Searching And Applying For A Job (Continued)

**Application for Preschool Teacher (50% position)
Mountain View Whisman Elementary**

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

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LEGAL INFORMATION

The following information is **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies.

EXPLAIN ALL "YES" ANSWERS IN THE BOX BELOW THE QUESTION.

*** CONVICTIONS** *Required Response*

Have you ever been convicted of a felony or misdemeanor, other than a conviction related to marijuana if it is more than two years after the date of the conviction, 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.

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).

*** DISMISSALS** *Required Response*

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

Yes No

If you answered "Yes", please explain below.

29) Read each section of this page and click the appropriate radio buttons. If you click the **Yes** radio button in a section, be sure to provide further information in the text box that will appear below as required by the instructions.

Once you have completed your entries, read over your responses to ensure their accuracy.

See the next page for more instructions on the signature page.

PHASE 6: Searching And Applying For A Job (Continued)

AUTHORIZATION AND CERTIFICATION

My submission of this on-line application authorizes the school 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 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.

* *Signature* CA

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.

Save Next

30) After verifying all of the selections are correct, type your name in the **Signature** box at the bottom of the page to certify your inputs.

31) Click the **Next** button. You will be directed to the last step of the application process as seen on the next page.

PHASE 6: Searching And Applying For A Job (Continued)

**Application for Preschool Teacher (50% position)
Mountain View Whisman Elementary**

Materials
Letter of Introduction (or cover letter)
Current ResumeChild Development Program Director Permit (preferred) which requires BA degree including 24 CD/ECE units with CORE courses; 6 administration units and 2 adult supervision units
Child Development Site Supervisor Permit (minimum requirements) which requires AA degree or 60 semester units including 24 CD/ECE units with CORE courses, 6 administration units and 2 adult supervision units

Documents
•**Copy of Transcript**

[Return to Attachments](#)

[Proceed to Apply](#)

32) Read the message in the blue box to verify you have included all required documents.
Click the **Proceed to Apply** button to submit your application.

PHASE 6: Searching And Applying For A Job (Continued)

Thank You!

Your application was successfully submitted on May 12, 2010


 [View printable version of your application.](#)

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

Contact: Charlie Daniels [Send Email](#)


Phone:

IMPORTANT INFORMATION HERE!:

 **This tool uses a pop-up window. if you have a pop-up blocker enabled, please make sure that www.edjoin.org (<http://www.edjoin.org>) is added to the list of sites allowed to use pop-up windows.**

The application process for this position in this school district requires that you complete a Kenexa screener, which consists of a series of multiple choice questions designed to help you describe to us your unique principal/administrator profile. It is one of the primary factors in determining which applicants will be invited to a preliminary interview.

Please [Click Here](#) to begin your profile and thank you for applying for an administrator position with us.

 *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.*

33) After you have successfully applied for a position, you will receive the message to the left stating that “Your application was successfully submitted on (Date)”.

Note: If you have not received this message, your application has not been submitted to the district. If this is the case, review the application to make sure all required information and documents have been included.

PHASE 7: Checking The Status Of Your Application

The screenshot shows the 'My Edjoin' interface. At the top, there is a navigation bar with 'HOME', 'JOB SEARCH', 'MY EDJOIN', 'CONTACT US', and 'LOG OUT'. Below this, it says 'Logged in as ctest - My Applications' and provides a link for 'Have a problem using EDJOIN... a question? Click to FREQUENTLY ASKED QUESTIONS'. The 'My Edjoin' section contains a list of links: 'Edit my Profile', 'Change my Password', 'Print my Profile', 'Upload or remove attachments', 'Check the status of my Applications', 'Access my saved searches', 'My Job Wish List', and 'Get Help'. Below this is the 'My Applications' section, which includes a 'Time Frame' dropdown set to 'Last 12 Months', a filter by letter, and a table of applications. The table has columns for 'Job Posting', 'Status', 'Closes On', and 'Applied On'. The first row is for a 'Preschool Teacher (50% position)' at Mountain View Whisman Elementary, with status 'Submitted', closing on 5/14/2010, and applied on 5/12/2010. Other rows include 'Bus Driver1 -- Test Posting -- DO NOT APPLY', 'Test Only Do Not Apply - Fake Teaching Job - Do Not Apply', 'Secretary - RG - DO NOT APPLY', 'Beg. ESL Teacher', and 'Custodian 5 - MG - DO NOT APPLY'. Each row has a printer icon and a '[Click here to withdraw]' link. Red arrows point from the 'MY EDJOIN' tab to the 'My Applications' link, from the 'Check the status of my Applications' link to the table, and from the printer icon to the callout boxes.

1) To check the status of your application, click the **My EDJOIN** tab at the top of the page.

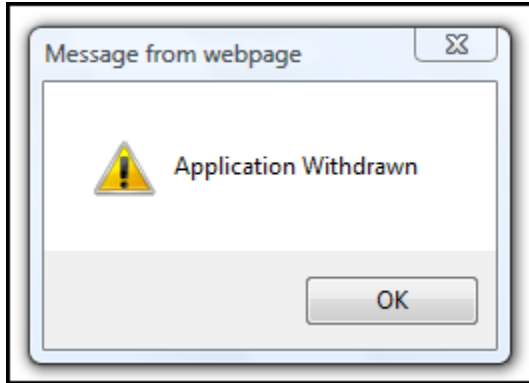
2) Click the **Check the status of my application** link. You can also click the **My Applications** link at the top left of the screen to access your applications.

3) Each job posting which you have applied to is displayed.

4) If you would like to print your application, click the printer icon.

5) If you would like to withdraw your submitted online application, click the **Click here to withdraw** link.

PHASE 7: Checking The Status Of Your Application (Continued)



6) After clicking the **Click here to withdraw** link you will receive the message to the left.

Click the **OK** button.

My Applications

Time Frame: Last 12 Months

Click a letter to filter to Position starting with selected letter

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Show All](#)

Displaying 1 to 6 of 6 Show 10 per page Page 1 of 1

Job Posting	Status	Closes On	Applied On	
Preschool Teacher (50% position) Mountain View Whisman Elementary	Withdrawn	5/14/2010	5/12/2010	[Re-Activate application]
Bus Driver1 -- Test Posting -- DO NOT APPLY CEDR Training District	Submitted	11/4/2010	5/12/2010	[Click here to withdraw]
Test Only Do Not Apply - Fake Teaching Job - Do Not Apply San Joaquin County Training District	Submitted	5/12/2010	5/11/2010	[Click here to withdraw]
Secretary - RG - DO NOT APPLY RIMS-TRC Training District	Posting archived	5/11/2010		
Beg. ESL Teacher Liberty Union High School District	Not submitted	5/14/2010		[Edit] [Delete]
Custodian 5 - MG - DO NOT APPLY RIMS-TRC Training District	Posting archived	5/6/2010		

Displaying 1 to 6 of 6 Show 10 per page Page 1 of 1

7) If you withdraw your application you will see the status change from Submitted to Withdrawn.

EDJOIN Log In & Out Procedure

The screenshot shows the EDJOIN website interface. At the top, the logo 'EDJOIN.ORG' is on the left, and statistics '5,981 Current Job Vacancies' and '2,350 Agencies Using EDJOIN' are on the right. A navigation bar contains 'HOME', 'JOB SEARCH', 'LOG IN', 'REGISTER NOW!', and 'CONTACT US'. Below the navigation bar, there are links for 'Forgot your Username or Password?' and 'Have a problem using EDJOIN... a question? Click to FREQUENTLY ASKED QUESTIONS'.

The main content area is titled 'Login'. It includes a note about cookies: 'NOTE: In order to login on EDJOIN you must have cookies enabled on your web browser. If you don't have cookies enabled and try to login you will keep returning to this page. [Click Here](#) to see how to enable cookies on Internet Explorer.'

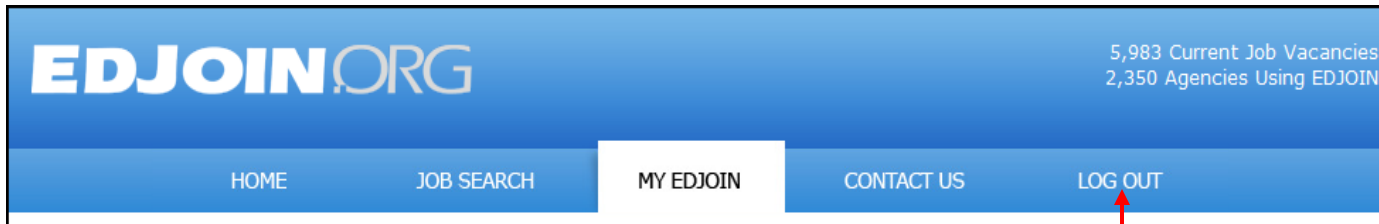
Below the note is a section titled 'Let's Get Started' with the instruction: 'Enter your username and password below and click the login button.' It provides a text box for 'Username', a text box for 'Password', and a 'Login' button.

At the bottom, there is a section titled 'I can't remember my password. What should I do?' with the instruction: 'Type your username or email address in the box below and click "Send" to have your login credentials sent to the email address in your profile.' It includes a text box and a 'Send' button.

Three numbered instructions in red boxes are overlaid on the screenshot:

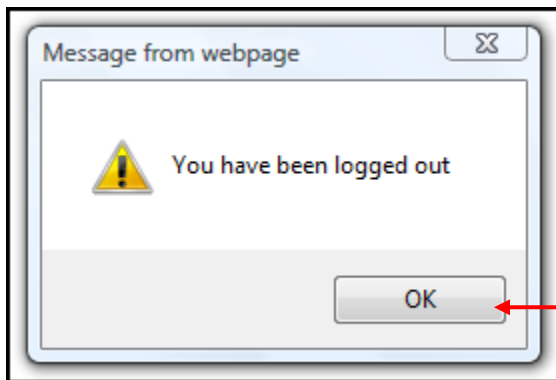
- 1) Assuming you already have an account created, click the **Log In** tab at the top of the page.
- 2) Enter your username and password and click the **Login** button.
- 3) If you can't remember your **Username and/or Password**, type your Username or Email address associated with your edjoin account in this box and click the **Send** button to have an email including your username and password sent to the email address associated with your EDJOIN profile.

EDJOIN Log In & Out Procedure (Continued)



4) Once logged into EDJOIN, you will want to make sure you Log Out using the **Log Out** link at the top of the page once you are done using the system.

Note: If you simply close out of your browser using the Red X at the top right of your browser window (If Using a PC) or Red Circle at the top left of your browser window (If Using a Mac), this will not log you out of EDJOIN therefore it is very important to use the Log Out link at the top right of your EDJOIN page.



5) Once you have successfully Logged out of EDJOIN you will receive the message to the left.

Click the **OK** button and you will be directed to the EDJOIN home screen.