



4034 Irving Place, Culver City, CA 90232
www.ccusd.org

CERTIFICATED APPLICATION ONLINE INSTRUCTIONS

Applications are accepted directly through EDJOIN at www.edjoin.org or through the EDJOIN link on our website. Please be aware that in order to be considered for any open position you need to submit an application for our school district and applications are only accepted if a position is available. **Profiles alone are not accepted as applications.**

Below is a list of documents that are required for most teaching positions, please refer to the particular posting for exact document requirements:

- A cover letter or letter of introduction - letter must include the title of the position of interest, as well as, the current status of your credential. Letters should be addressed to Mrs. Leslie Lockhart, Assistant Superintendent Human Resources
- A current resume
- Credential or in lieu of credential an official intern eligible letter from your university/college
- CLAD certificate or equivalent
- Test Results (CSET, CBEST, MSAT, RICA, etc.)
- Transcripts – undergraduate and graduate
- Three letters of recommendation – letters must have been written within the past two years (One of these letters should be from your current or immediate supervisor)

All of the above documents are required, so we may assess your eligibility for the position. Please keep in mind that if you do not have all of the required documents as listed, then your application will not be accepted by EDJOIN.

TO APPLY ONLINE, FOLLOW THESE SPECIFIC STEPS:

- 1) Once you have gathered all of the required documents (listed above) upload and/or scan all of the required documents to the computer to attach to your application when prompted. Attached documents must be formatted as a PDF. In addition, each document cannot exceed 1 MB (megabyte) in size.
- 2) To find the posting you can either visit our website at www.ccusd.org click on **Employment** or visit www.edjoin.org and search for the position.
- 3) To complete an application you do need to register and create an account with EDJOIN.
- 4) At the end of the application process, you will be informed that you have successfully submitted an application. This means that you completed all the sections of the application and have submitted all of the required documents for the particular posting.

If you do not have access to a scanner call your nearest library, or come to CCUSD- Office of Human Resources and use the scanner in our facility. If you experience any difficulties with EDJOIN, please click on the Help Tab on EDJOIN or call the Help Line at (888) 900-8945.

Human Resources will evaluate your application and will select the most qualified candidates to interview. Thank you for your interest in the Culver City Unified School District.

Human Resources Support

Teachers: Maria Gomez, Certificated Technician X4228

Classified: Elisa Gonzalez, Classified Technician x4356

Pre-Employment & Substitutes: Catherine Cummings, Personnel Office Clerk x4214

Management: Jennifer Slabbinck, Assistant Superintendent- Human Resources x4248

Administrative Support: Lashon McClain-Rayford – Administrative Asst. x4248

The Culver City Unified School District does not discriminate on the basis of age, race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex or sexual orientation or any other unlawful basis in its educational programs, activities or employment policies as required by Title VI of the Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act, the California Fair Employment and Housing Act and other State and Federal laws and regulations. An opportunity will be available during the selection process for persons with disabilities to advise the district of any need for reasonable accommodation.