



William S. Hart Union High School District
Personnel Commission

**Classified Employment
Helpful Tips**

- **Thoroughly review the exam announcement** (also known as “job posting”) found on the Job Opportunities page of our website. It contains details about the job, exam process, and provides instructions to help you apply online. ***You must participate in the exam process before any possibility of being considered for an available position.*** **PRINT** the exam announcement for your records. You may want to refer to it later, but it will be removed from the website after the application deadline.
- **Read the job description carefully.** The job description follows the exam announcement. (Be sure to scroll down.) Have an understanding of the job and ensure that you meet the minimum qualifications to perform the required job duties.
- When completing your application, **provide as much detailed information as possible** to demonstrate that you meet the minimum qualifications. The Personnel Commission Office cannot infer your responsibilities or accomplishments simply from your job title or place of employment. It is best to relate your job training, education, and experience to the job tasks or knowledge, skills and abilities stated in the job description.
- If your application is accepted, **you will be invited to the exam process.** Typically, exam invitations are sent via email from our application system. The email will be sent from mailbot@applitrack.com. Please update your email account to allow email from this sender, otherwise, the email may go to your junk/spam folder.
- Finally, remember to arrive on time for the exam, be prepared, focus and **relax!**

The Personnel Commission Office is grateful for your interest in employment with our district. Please feel free to contact us with any questions.

661-259-0033: Extension 410, 411 or 220