



CLASSIFIED APPLICATION ONLINE INSTRUCTIONS

Applications are accepted directly through EDJOIN at www.edjoin.org or through the EDJOIN links 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.

Please Note: Document requirements may vary depending on position. For any questions on document requirements refer to the particular EDJOIN posting or view the position on our website under Employment Opportunities. Also, testing is required for the majority of classified positions. Most testing dates are indicated on our vacancy announcement.

Any requested 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 on the posting, 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 on the posting) 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. If you do not have access to a scanner call your nearest library, or come to CCUSD- Human Resources and use the scanner in our facility.
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. You will receive a confirmation email.
5. If there is testing required the testing will either be included in the confirmation email or in a separate email at the close of the posting.

If you experience any difficulties with EDJOIN, please click on the Help Tab on EDJOIN or call the Help Line at (888) 900-8945.

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.