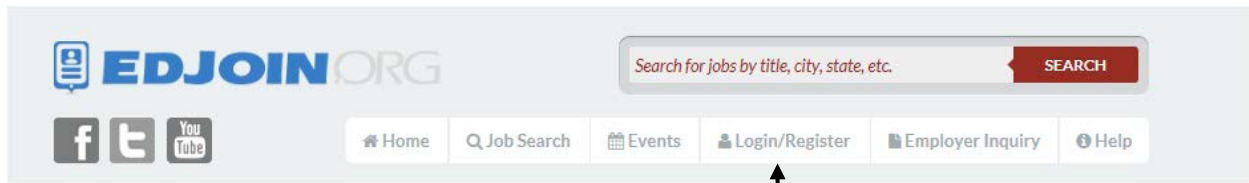


PASO 1: VAYA A www.edjoin.org



PASO 2: HAGA CLIC EN LOGIN/REGISTER

- Si esta es su primera vez en Edjoin.org tendrá que hacer clic Register
- Si se ha registrado antes tendrá que hacer clic en Login
- Si olvido su contraseña o nombre de usuario, haga clic "Forgot Username or Password" esto le ayudará a restablecer su información.

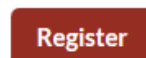
PASO 3: INFORMACIÓN PERSONAL

- Usted ingresara toda su información personal

- Cree un nombre de usuario (por favor anote esta información) _____
- Cree una contraseña (por favor anote esta información) _____

PASO 4: REGISTRAR

- Una vez que haya completado el paso 3 haga clic en



PASO 5: COMPLETAR SU PERFIL

- Una vez que complete su registraci3n, se le dirigir3 a su perfil personal de Edjoin.
- Ingrese su informaci3n y haga clic en "Save" despu3s en "Next". Usted har3 esto para cada una de las paginas donde ingrese su informaci3n. (My Employment, My References, My Education....etc.)

The screenshot shows the 'My Info' profile completion form. It includes a 'NOTE: Required fields marked by *' at the top. The form fields are organized into two columns. The left column contains: *First Name, MI, *Last Name, Former/Other Names, *Email, *Mailing Address (line1), Home URL, Mailing Address (line2), *Home Phone, *City (with 'Fresno' entered), Work Phone, State (dropdown menu), Cell Phone, *Zip Code, Fax, and Country (if other than U.S.). The right column contains: Social Security Number (9 Digits without hyphens), a note about the importance of including the SSN, and a 'Links' sidebar with options like 'My Info', 'My Employment', 'My References', 'My Education', 'My Credentials', and 'My Attachments'. At the bottom right, there are 'Save' and 'Next' buttons. A footer contains 'About You (Optional)' and a '[Click to Expand/Collapse]' link.

PASO 6: MIS ADJUNTOS (MY ATTACHMENTS)

- Debe tener TODOS los adjuntos guardados en su equipo en formato PDF.

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. (#|\/*&) 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](#)

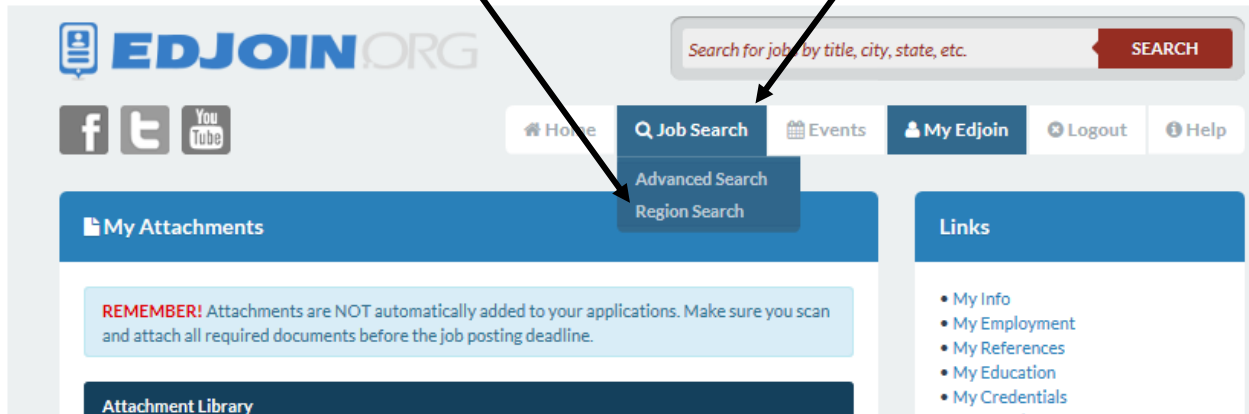
Attachment type: Resume

Select an attachment: [Select file](#)

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

PASO 7: INICIAR BUSQUEDA DE EMPLEO

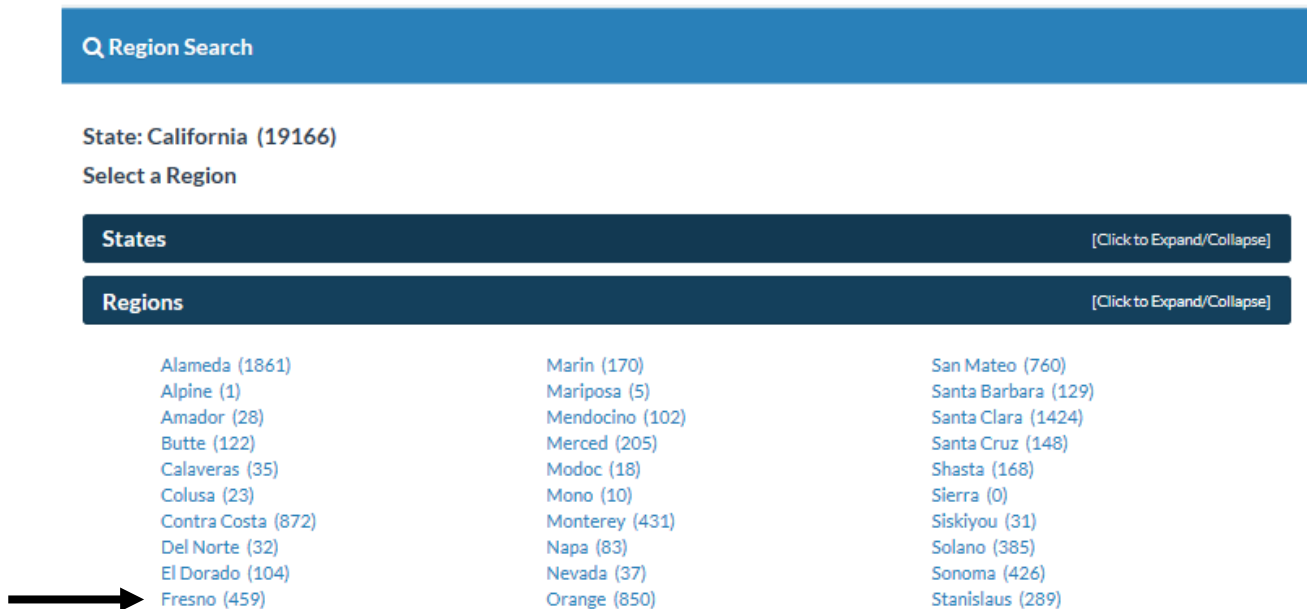
- En su barra de herramientas de información, haga clic en **Job Search**, despues clic en **Region Search**



- Haga clic en California



- Haga clic en Fresno



- Haga clic en Central Unified School District

Organizations

[Click to Expand/Collapse]

Agape College of Business and Science (0)	Fowler Unified (3)	Pine Ridge Elementary School District (1)
AlphaVista Services - Fresno (0)	Fresno Christian Schools (4)	Raisin City Elementary (1)
Alvina Elementary (1)	Fresno County Office Of Education (8)	Riverdale Joint Unified (5)
Ambassador Phillip Sanchez Public Charter (3)	Fresno County Training District (0)	Roll Global - Fresno (0)
America's Kids (0)	Fresno Pacific University (2)	Royer Studios (0)
Bach Children's Choir (0)	Fresno Unified School District (26)	San Joaquin Memorial High School (1)
Big Creek Elementary (0)	Golden Plains Unified (30)	Sanger Unified School District (10)
Big Picture High School-Fresno (17)	Greenfield Learning - Fresno (1)	Save the Children Federation, Inc (0)
Burrel Union Elementary (3)	Hume Lake Charter School (0)	Selma Unified School District (0)
California Charter Schools Association - Fresno (0)	Immanuel Schools (4)	Sierra Charter School (0)
California Connections Academy - Fresno Co. (9)	Jump Into Math - Fresno (0)	Sierra Unified (2)
California State University - Fresno Auxiliary Services (0)	Kepler Neighborhood School (0)	Southwest Transportation Agency (0)
California's Valued Trust (0)	Kerman Unified (5)	State Center Community College District (24)
Carter G Woodson Public Charter School (0)	Kings Canyon Unified School District (20)	Table Mountain Rancheria Learning Center (2)
Caruthers Unified School District (2)	Kings View Behavioral Health System - Yolo (0)	The AIMS Center for Math and Science Education (0)
Central Unified School District (30)	Kingsburg Elementary Charter School District (4)	The California History-Social Science Project (Executive Office), University of California, Davis (0)
	Kingsburg Joint Union High (4)	

- Usted será dirigido a todas las ofertas de empleo en el Distrito Escolar Unificado Central. Cuando haya encontrado el trabajo que desee solicitar, simplemente haga clic en el enlace del trabajo, revise los requisitos, desplácese hacia abajo hasta el fondo y Haga clic en Click Here To Apply.

- APPLICATION - all classified applications must be submitted using Edjoin, no walk-ins, faxes or mailed applications allowed.
- IN HOUSE APPLICANTS - may complete the inhouse application available on Edjoin. Note: A password is required when applying; employees may contact site secretary or Human Resources.
- SUBSTITUTE EMPLOYEES - may not submit the In-House Employee short form. The EDJoin application form must be completed to be considered for position.
- REQUIRED DOCUMENTS must be scanned in order to submit an online application. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Current district employees are not required to attach documents that are already on file in personnel.
- OUT OF STATE applicants are welcome to apply.
- EDJOIN's HELP DESK (888) 900-8945 is available to assist you with any questions you may have about using Edjoin. Note - Telephone calls will be responded to first.
 - DMV Printout (no older than 90 days)
 - Test Results/Materials (CUSD Food Service Basic Test)

[CLICK HERE TO APPLY \(CURRENT EMPLOYEES ONLY\)](#)

[CLICK HERE TO APPLY](#)

NOTA: SI TIENE QUE ADJUNTAR DOCUMENTACIÓN ADICIONAL, VUELVA AL PASO 6 PARA CÓMO ADJUNTAR UN DOCUMENTO A SU APLICACIÓN.