Classified Applicant Manual

SAN JUAN UNIFIED SCHOOL DISTRICT

Welcome to San Juan Unified School District's on-line application process. Thank you for your interest in seeking employment with us. Since our application process is on-line through Edjoin, we no longer accept paper applications.

Edjoin, or Education Job Opportunities Information Network, is an on-line service used by many school districts in California. Classified applicants may submit one application for a position in SJUSD and update or revise it for other positions that become available within the district.

Applicants will also submit their letters of recommendation, transcripts, resume, and other certificates on-line. In order to be considered for a position with SJUSD, all materials must be submitted through Edjoin.

Valuing diversity and excellence, the San Juan Unified School District's mission is to educate and inspire each student to succeed and responsibly contribute to a radically evolving world by providing innovative, rigorous, student-focused instruction and programs in a safe, caring, and collaborative learning community – "SJUSD Strategic Plan- Mission Statement".

Please take a few minutes to follow the easy steps provided in the Classified Applicant Manual and begin your application process with San Juan Unified School District.

San Juan Unified District Office
3738 Walnut Ave.
Carmichael, CA 95608
(916) 971-7700

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There are a few things you will need to do before you apply.

 You must have an email address. If you do not have one, there are several sites that have free email services such as Yahoo, hotmail, gmail and others. You may go to one of these sites to create an email account for yourself. We have included a section, Establish an Email Account, explaining the process in creating an email account with Yahoo!

1. Have all of your employment history and personal information available. You will need these details as you start the process of registering with Edjoin and applying for employment with SJUSD.
2. You must register with Edjoin, the program where all SJUSD classified vacancies are listed. We have included a section, Register with Edjoin, to help you with this process.
3. You must complete your Edjoin profile. The steps **for this** are also included in a section called, Complete Your Edjoin Profile.
4. Now you are ready to Apply with San Juan Unified School District.

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Apply with San Juan Unified School District

Once you have set up an email, registered and completed your Edjoin profile, you will be ready to apply for a job with the San Juan Unified School District. Please be aware your applicant login will time out after 60 minutes of inactivity.

1. Go to **Internet Explorer or** other Internet browsers.
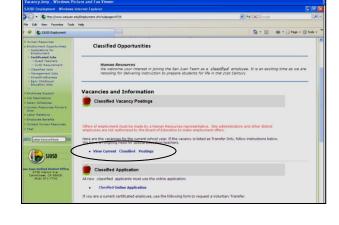
2. Type in **http://www.sanjuan.edu/** and press **Enter.**

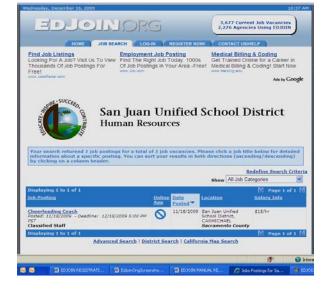3. Click on the **EMPLOYMENT tab** and **Employment Opportunities.**

4. Click on **Classified Employment.**

5. To **view current classified postings**, click on the link.
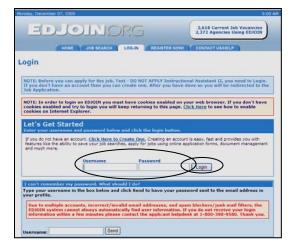

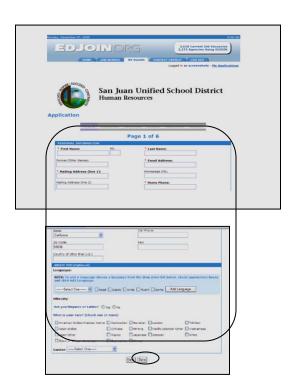6. Review all details about the postings that interest you.
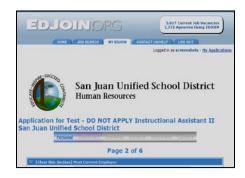

7. **Click Here to Apply**

8. Enter your **Edjoin Username** and **Password** and click the **login** button.

9. Complete the **Personal Information** page and click **Next.**

10. Continue to complete **Credentials, Employment, References and Education** pages of the application**.** Click **Next** to move from page to page.

The section with the **REQUIRED RESPONSE** must be completed. If a question is not applicable, a response of "NA" must be given.

If you completed an Edjoin profile, the **Personal, Credential, Employment, References** and **Education** pages will pre-fill for you. You may choose to customize information for the particular position for which you are applying.
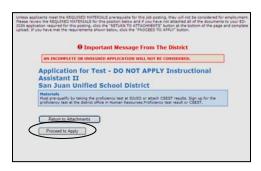
11. If an attached document is required proceed with Add Attachment instructions on the website.

Any document you attach in Edjoin must not have spaces in the document title. You must use an underscore or you can create the document title with no spaces. (Sample: Typing_test or TypingTest). You will be able to attach new documents to both your application and profile simultaneously. Click **Next**.

12. Once the application is completed, Click the **Proceed to Apply** button.

13. You will receive the message "Your application was successfully submitted." You will receive a **"**confirming receipt" email.

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Establish an Email Account

In order to apply for a Classified Position with SJUSD through Edjoin, you will be required to have an email account.
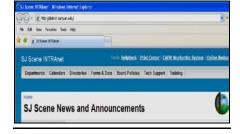
If you have not already established an email account, please create one by following the instructions in this portion of the Classified Applicant Manual. If you already have an email, move on to the "**Register with Edjoin**" and "**Create a Profile**" sections of the manual.

Please keep in mind that while we have provided information to help you set up an email account with Yahoo!, there are other email systems available such as hotmail, gmail, etc.
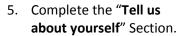
1. If you select Yahoo! as your email provider, click on the **Start** button.

2. Click on the **Internet Browser** icon.

3. Click in the **Address Bar,** type in the following and press **Enter:** **https://login.yahoo.com.**

4. Sign in to **Yahoo!** To create a Yahoo ID, click **Sign Up.**

5. Complete the "**Tell us about yourself**" Section.

6. Select an **ID** and **password**. Write them down.

7. In case you forget your ID or password, answer **Security Questions**.
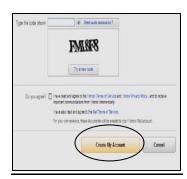
8. Click on **Create My Account**.

Congratulations! You have just established an email account!

Complete the Email section of the San Juan/Edjoin Account information sheet. When you apply through Edjoin, you will need this information.

Register with Edjoin

Please be aware your applicant login will time out after 60 minutes of inactivity**.**

1. Go to **Internet Explorer.**

2. Type in **http://www.edjoin.org/** and press **Enter.**

3. Click on **REGISTER NOW!**

4. Fill out form and click **Register** to create an account

   (*If we helped you create an email account, please use the ID and Password you set up for your email account respectively for the Username and the Password fields on the form.*)

   Congratulations, you have registered and successfully created an account! Click **OK.**

   Write down your Edjoin Username and Password.

Complete Your Edjoin Profile

Please take some time to fill out the Edjoin profile and click **Next**. If you wish to save the information at any time, click **Save**.
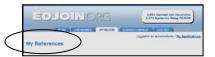

Please complete your **Employment History**.

If you wish to have your employer contacted, fill out the portion as shown.

Continue the same procedure to fill out the **"My References"** and **"My Education"** sections that follow. You will not need to fill out the **"My Credentials"** section unless you possess a credential.

Attachments are not automatically added to your application.

Scan and attach all required documents before the job posting deadline and click **Next.** SJUSD has a scanning service available to scan required documents. Please see **Classified Testing Page** on the website.

CONGRATULATIONS! You have completed all of the profile pages with EDJOIN; Click **Ok.**