



# fresno county office of education

## Edjoin Applicant User Guide

Thank you for considering applying for an open position at the Fresno County Office of Education. This User Guide will lead you step-by-step through the online application process.

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## Creating Edjoin Applicant Profile

In order to complete the online application you must have an active account with **Edjoin.org**.

Creating an Applicant Profile will reduce the time needed to later complete an online application. Please have the following information available in order to complete the Applicant Profile process.

- Education History (high school and colleges you have attended; number of units completed; degrees earned)
- Credentials/Professional Licenses
- Employment History (employer name, dates of employment, job duties, salary)
- Professional References (name, title, organization, address, phone number, email)

**1.** In your web browser of choice navigate to [edjoin.org](http://edjoin.org) and click on REGISTER NOW!



**2.** Enter required information and click .

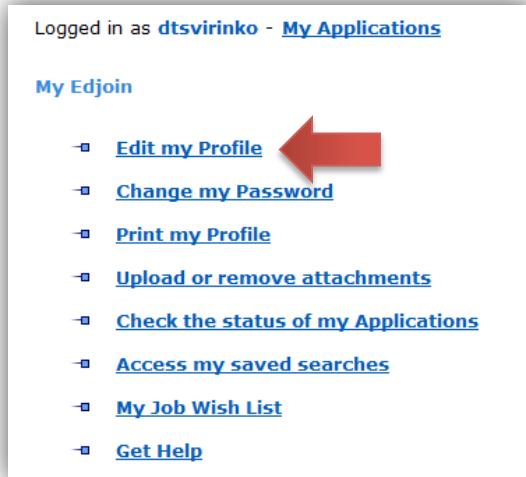
Fill out the form below to create a new account. Please do not use your email address, special characters or spaces in your username or password.

Note: Required fields marked by \*

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* E-mail address	<input type="text"/>
* Home Phone	<input type="text"/>
* Mailing Address	<input type="text"/>
* City	<input type="text"/>
State	-----Select One-----
Zipcode	<input type="text"/>
Country (if outside U.S.)	<input type="text"/>
* Username	<input type="text"/>
* Password	<input type="text"/>
* Verify Password	<input type="text"/>

**3.** Once the registration process is complete, you will be taken to a login page. Please login with the Username and Password you just created.

4. After logging in, click on “Edit my Profile”.



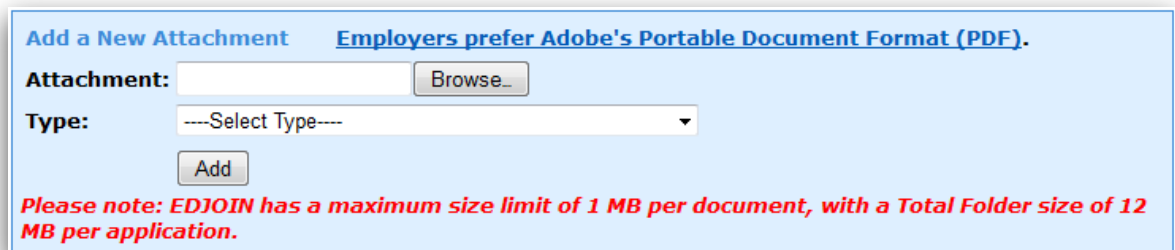
The profile contains standard questions that appear on every Edjoin application. By completing these questions in the Profile you will be able to complete online applications with greater efficiency.

**Note:** Any field marked by a red asterisk (\*) is required.

5. Proceed to the next section of the Applicant Profile by clicking . Continue the process until you have completed all sections. If you need to stop and return to Edjoin at a later time, ensure that you click  before closing your browser.

6. In My Attachments section you can upload and store commonly requested documents, such as Resume, Letter of Introduction, Letters of Reference, etc.

7. Click on  to locate the document file on your computer.



8. From the drop down list, select the corresponding type of document you are uploading.

9. Click  to upload the file.

**Note:** Each uploaded file cannot exceed 1 MB in size. If a multiple page file is too large, upload each page separately.

Now that you have completed your Applicant Profile, you can begin to search and apply for jobs.

1. To view job openings at Fresno County Office of Education, click JOB SEARCH on the navigation bar of Edjoin.org.



2. And in the Keywords field type “Fresno County Office of Education” and press Enter.

**Keywords:** *Searches job title and posting description.*

## Applying for an Open Position

1. At the bottom of the job announcement, click on the button labeled “Click Here to Apply.”

**Test Only - Do Not Apply** print posting email friend

Category: Information Tech. / Computer Svcs.

<b>Employer:</b>	<a href="#">Fresno County Office Of Education</a>	<b>Date Posted:</b>	12/14/2010
<b>Work Year:</b>	1 Day	<b>Application Deadline:</b>	2/28/2011 9:00 AM Pacific
<b>Employment Type:</b>	Full Time	<b>Contact:</b>	<a href="#">Laura Adkins</a> 559-265-3008 3406
<b>Salary:</b>	\$1	<b>Number Openings:</b> (At time of posting)	1
		<b>Job Description / Essential Elements:</b>	<a href="#">Click Here to View</a>

**Additional Information:**

- [Requirements for Applying](#)
- [Links Related to this Job](#)
- [Comments and Other Info](#)
- [View Other Job Desc. / Ess. Elem.](#)

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<b>Requirements for Applying</b>	<b>Links Related to this Job</b>
<b>Materials</b> This posting is for test purposes only. This is not an actual job opening. Please do NOT apply.	<ul style="list-style-type: none"><li>• <a href="#">FCOE - Home Page</a></li><li>• <a href="#">City of Fresno</a></li><li>• <a href="#">The County of Fresno</a></li><li>• <a href="#">Downtown Association of Fresno</a></li></ul>

**Application Deadline: 2/28/2011 9:00 AM Pacific**

[Apply \(Current Employees Only\)](#) [Click Here to Apply](#) [Add To My Wish List](#) [View My Wish List](#)

2. Once you click on “Click Here to Apply” you will be asked to login if you have not already done so. Once logged in, you will be taken to the online application.

**PERSONAL INFORMATION**

<b>* First Name:</b> John	<b>MI:</b> 	<b>* Last Name:</b> Doe
<b>Former/Other Names:</b> 		<b>* Email Address:</b> john.doe@gmail.com
<b>* Mailing Address (line 1):</b> 712 Middle Ave.		<b>Homepage URL:</b> 
<b>Mailing Address (line 2):</b> 		<b>* Home Phone:</b> 559-123-4567
<b>* City:</b> Nowhereville		<b>Work Phone:</b> 
<b>State:</b> California		<b>Cell Phone:</b> 
<b>Zip Code:</b> 99999		<b>Fax:</b> 
<b>Country (if other than U.S.):</b> 		

**ABOUT YOU (Optional)**

**Languages:**

**NOTE:** To add a language choose a language from the drop down list below, check appropriate boxes and click Add Language.

-----Select One-----  Read  Speak  Write  Fluent  Some [Add Language](#)

If you have completed your user profile, it will automatically fill relevant information in the fields on the screen. Make changes as necessary and complete fields that are not automatically filled.

3. Please complete all applicable fields. Fields marked with an \* are required. You will not be able to move to the next page of the application if a required field is not completed. If a required field is not applicable, please type "NA".

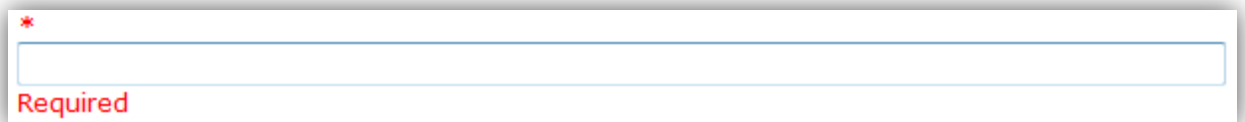
At the bottom of each page you will find the following buttons:

Click  to move to the next page of the application.

Click  to move to the previous page of the application.

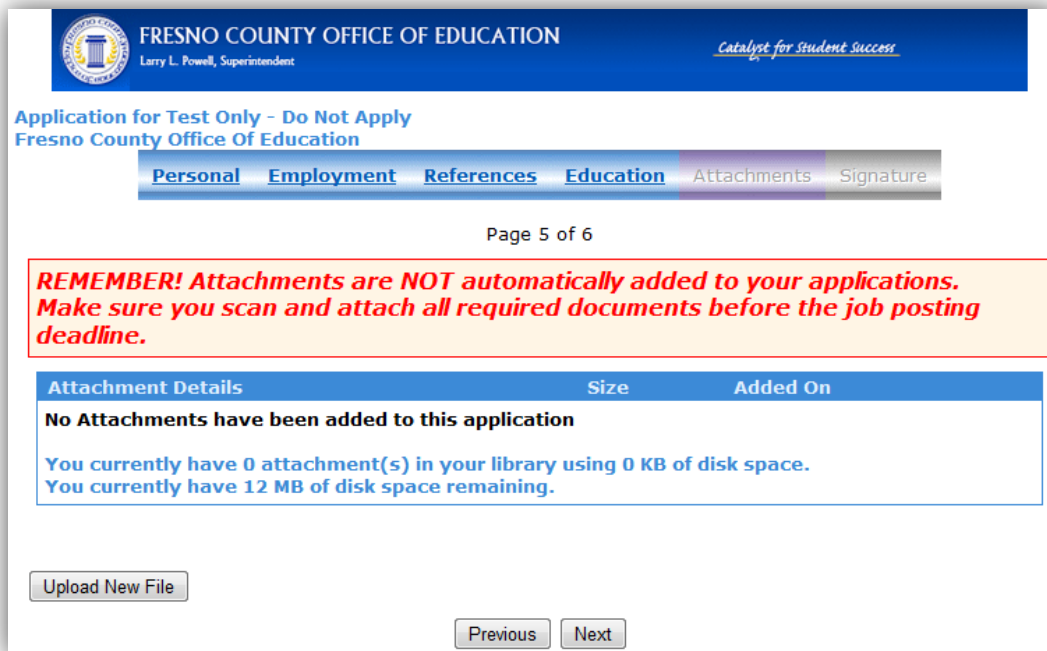
Click  to save the information you have entered. You can do this at any point in the application process. It is recommended to save as you complete each page or if you have to interrupt the application process at any point.

4. When a required field is left blank you will receive the following message when attempting to move to the next page. If a required field is not applicable, please type "NA".



A screenshot of a form field with a red asterisk in the top left corner. Below the empty text input box, the word "Required" is written in red text.

5. As part of the application process you will be asked to attach required documents, such as resume, letters of reference or typing certificate.



The screenshot shows the Fresno County Office of Education application interface. At the top, there is a blue header with the logo and text: "FRESNO COUNTY OFFICE OF EDUCATION", "Larry L. Powell, Superintendent", and "Catalyst for Student Success". Below the header, it says "Application for Test Only - Do Not Apply" and "Fresno County Office Of Education". A navigation bar contains tabs for "Personal", "Employment", "References", "Education", "Attachments", and "Signature". The "Attachments" tab is currently selected. Below the navigation bar, it says "Page 5 of 6". A prominent red-bordered box contains the following text: "REMEMBER! Attachments are NOT automatically added to your applications. Make sure you scan and attach all required documents before the job posting deadline." Below this box is a table with the following structure:

Attachment Details	Size	Added On
<b>No Attachments have been added to this application</b>		
You currently have 0 attachment(s) in your library using 0 KB of disk space.		
You currently have 12 MB of disk space remaining.		

At the bottom of the page, there is an "Upload New File" button and "Previous" and "Next" navigation buttons.

When you reach the above shown page, click the  button to upload your documents. Accepted formats are PDF, JPG, TXT and RTF.


6. Once you complete the application, you will be asked to sign on the last page. Please type your full name in the field "Signature."

**AUTHORIZATION AND CERTIFICATION**

My submission of this on-line application authorizes the school to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district/County Office and reference source (except in relation to prior contractual agreements, public policy, legal/labor/education code, former employers and their agents or employees, as provided by law) from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district/County Office.

I so authorize and certify.


**\* Signature**  

**Copy to My Profile**  
If you would like to have the information in this application update the information in your EDJOIN profile then check the box to the left.

7. Once you sign the application, click **Next** to submit your application. You will see the following screen as a confirmation your application has been submitted successfully.

**Thank You!**


**Your application was successfully submitted on December 14, 2010 to Fresno County Office Of Education for the position of Test Only - Do Not Apply.**

 [View printable version of your application.](#)

If you have any questions about your application for this position, please contact:

**Contact:**Laura Adkins [Send Email](#)  
**Phone:**559-265-3008

Districts throughout California are looking for qualified Classified and Certificated staff. If you would like to be considered for specific types of jobs in specific areas of California then please [FILL OUT AN INTEREST CARD NOW!](#)

 *Important: Many districts communicate with applicants mainly by email. Your email provider may recognize these emails as spam and place them in your junk mail folder. Please watch for these emails and adjust your spam filter accordingly.*

At this point you can log out or apply for another position. Thank you for applying with Fresno County Office of Education.

## Answers to Common Questions

### Q: I am unable to submit the application.

A: Please ensure you have completed all of the required questions marked with a red asterisk (\*). If a required question does not apply to you, please type "N/A". Every question marked with an asterisk (\*) must contain a response.

### Q: I am unable to move forward from the Attachments page.

A: Please ensure you have selected a correct attachment type for each of your attachments. You must provide at least 1 attachment for each of the attachment types indicated on the job announcement.

### Q: I'm experiencing technical difficulties with Edjoin.org.

A: Please contact Edjoin Helpdesk for assistance with the Edjoin.org website. They can be reached by phone at 888-900-8945 or via the web at [edjoin.org](http://edjoin.org).

### Q: I need help converting a document to PDF.

A: Free software is available to assist with this process. Programs such as [PrimoPDF](#) and [CutePDF](#) are a good place to start. This software is not owned or distributed by Edjoin or FCOE. If you experience technical difficulties with these programs, please contact the respective developer.

## FREQUENTLY ASKED QUESTIONS

Edjoin provides an extensive repository of Frequently Asked Questions (FAQ). You will find a link to these questions and answers on every page of the [Edjoin](#) website.

### Equal Opportunity Employer

Fresno County Office of Education supports equal opportunity for all applicants and does not discriminate on the basis of age, race, sex, color, religion, perceived or actual sexual orientation, marital status, disability (physical or mental) medical condition, national origin, or any other reason prohibited by state or federal law. Employees of this County are required to comply with the provisions of Title VI of the Civil Rights Act, Title VII, and Title IX of the 1972 Educational Amendments, and the ADA Act of 1990.