



fresno county
office of education

Human Resources

EDJOIN

Application Process

User Guide

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Introduction

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.

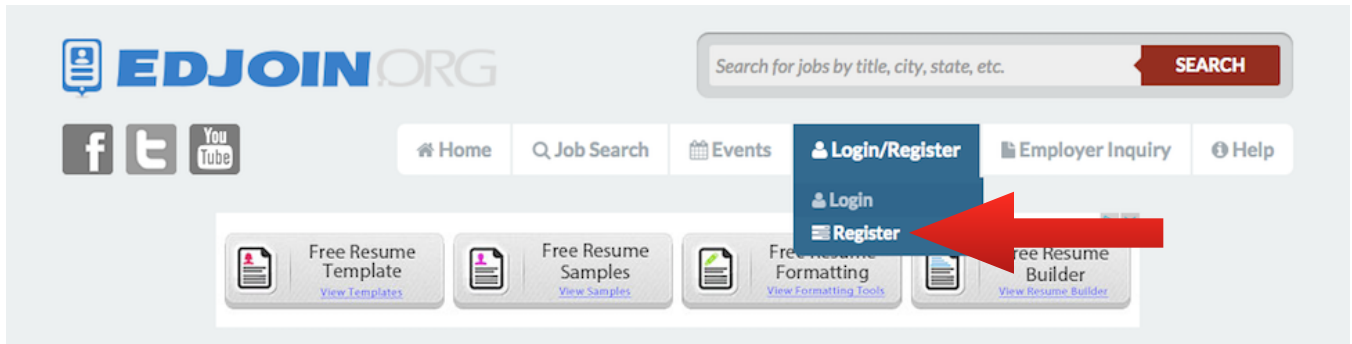
Please have the following information handy as you will need to reference it during the application process.

- 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)

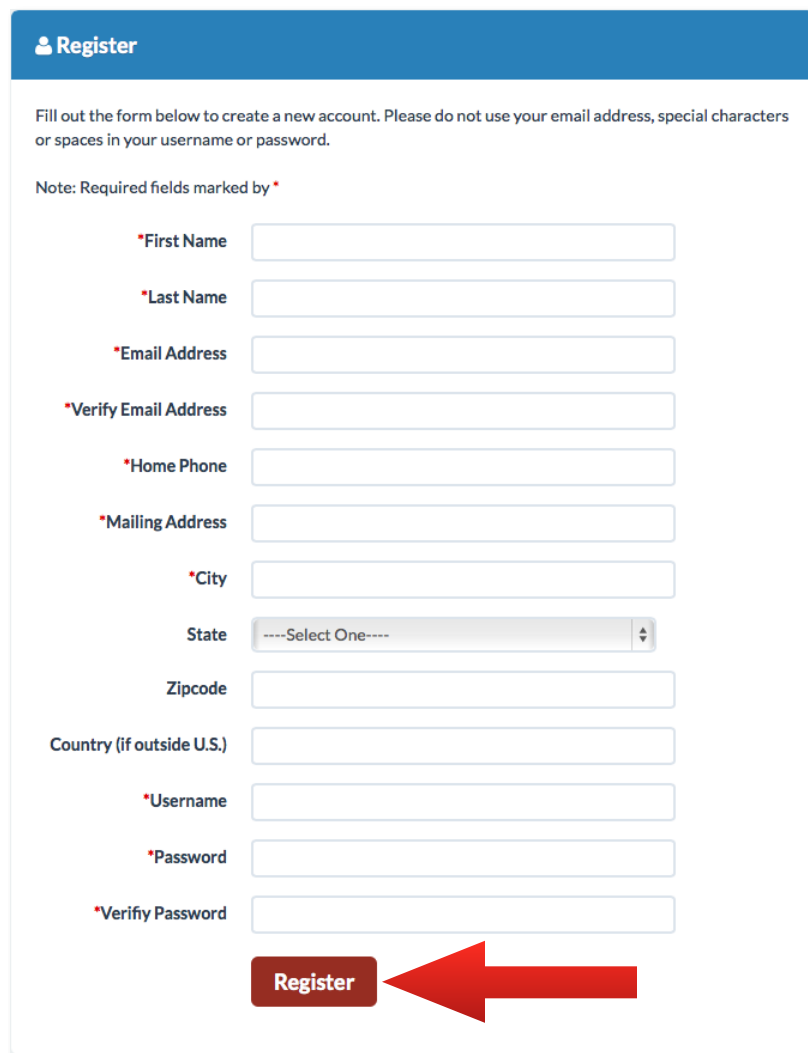
Please turn to the next page to begin the application process.

Creating EDJOIN User Account

1. In order to submit EDJOIN application, you will need to create an EDJOIN user account.
2. To begin, navigate to www.edjoin.org.
3. Click **Login/Register** at the top of the page, then select **Register**.




4. On the registration page complete the required fields marked with a red asterisk (*) and click **Register**.


A screenshot of the EDJOIN registration page. The title is 'Register'. Below the title is a blue header bar. The main content area contains instructions: '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.' and a note: 'Note: Required fields marked by *'. The form consists of several input fields, each with a red asterisk indicating it is required: 'First Name', 'Last Name', 'Email Address', 'Verify Email Address', 'Home Phone', 'Mailing Address', 'City', 'State' (a dropdown menu with '---Select One---'), 'Zipcode', 'Country (if outside U.S.)', 'Username', 'Password', and 'Verify Password'. At the bottom of the form is a red 'Register' button. A large red arrow points to the 'Register' button.

5. Once the registration process is complete, you will be taken to your EDJOIN profile page. 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.

6. To the right of each page you will find a set of buttons:

Click  to move to the previous page of the application.

Click  to save the information you have entered.

Click  to move to the next page of the application.

7. Proceed each next section of the Applicant Profile by clicking **Next**. 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 **Save** before closing your browser.

8. You can upload and store commonly requested documents, such as Resume, Letter of Introduction, Letters of Reference, etc. onto your Profile. On the Attachments page, select from the drop down list an Attachment Type then click **Select file** to locate the document on your computer.

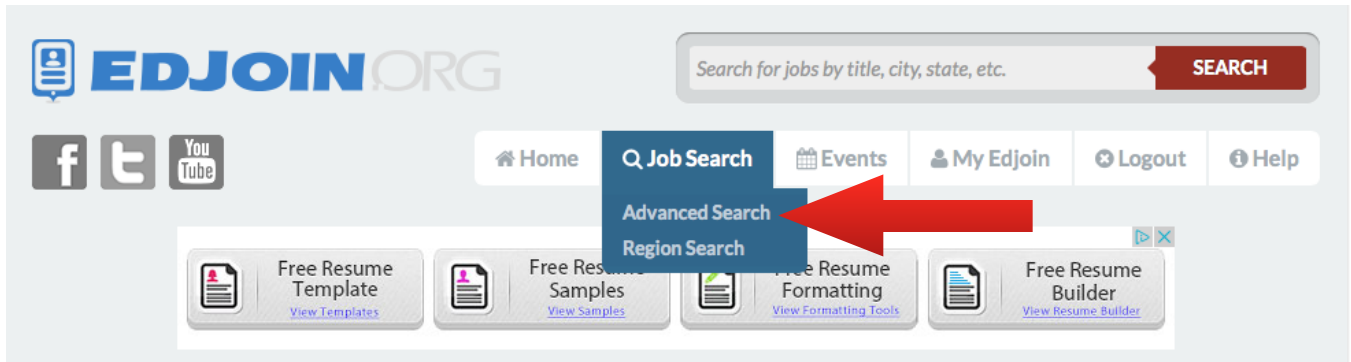
9. Click **Add Attachment**.

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

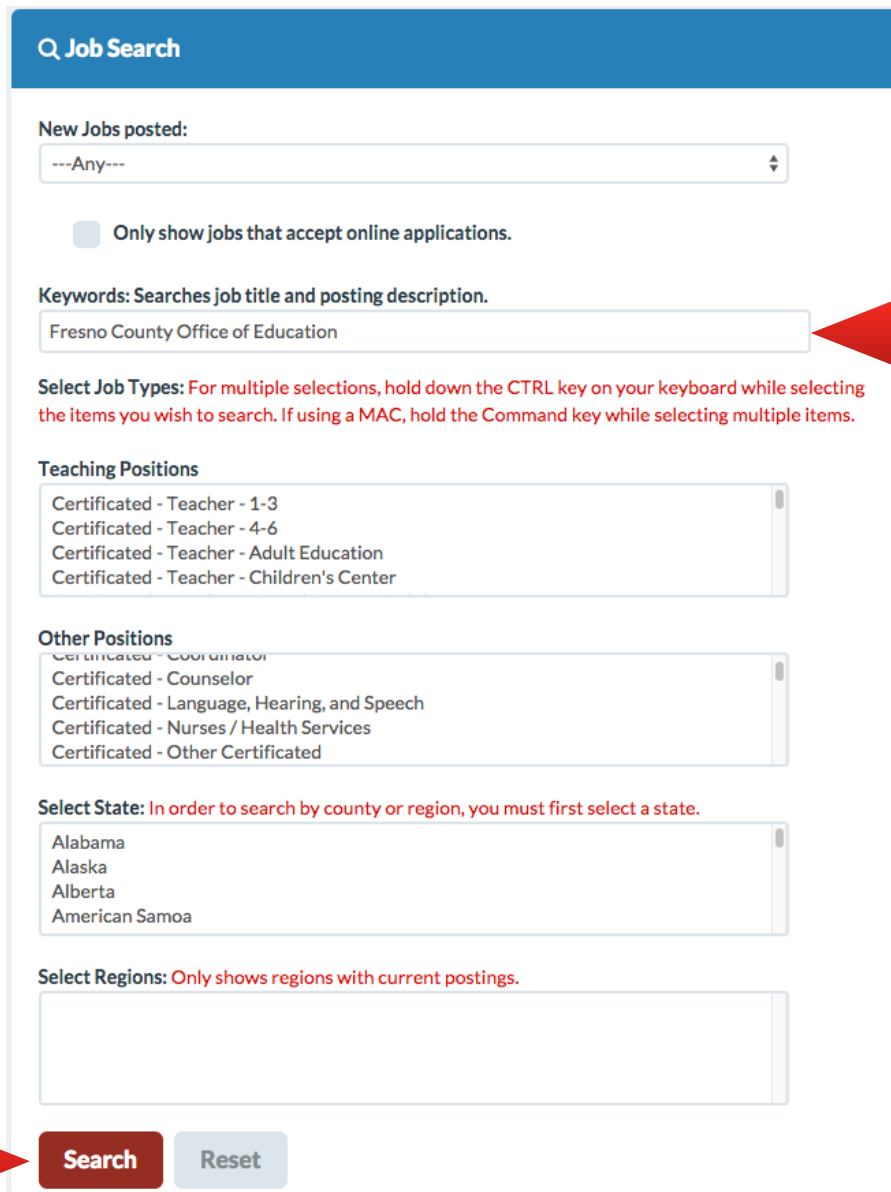
Now that you have completed your Applicant Profile, you can begin to search and apply for jobs.

Search and Apply for Jobs at FCOE

1. To view job openings at Fresno County Office of Education (FCOE), click **Job Search** at the top of the page, then select **Advanced Search**.



2. In the Keywords field type “Fresno County Office of Education” and click **Search**.

A screenshot of the 'Job Search' page. The page has a blue header with 'Job Search' and a magnifying glass icon. Below the header, there is a 'New Jobs posted:' dropdown menu set to '---Any---'. A checkbox labeled 'Only show jobs that accept online applications.' is unchecked. The 'Keywords: Searches job title and posting description.' field contains the text 'Fresno County Office of Education', with a red arrow pointing to it. Below this are two sections for selecting job types: 'Teaching Positions' and 'Other Positions', each with a list of options. The 'Select State: In order to search by county or region, you must first select a state.' dropdown menu is set to 'Alabama'. The 'Select Regions: Only shows regions with current postings.' field is empty. At the bottom, there are 'Search' and 'Reset' buttons, with a red arrow pointing to the 'Search' button.

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



FRESNO COUNTY OFFICE OF EDUCATION

Jim A. Yovino, Superintendent of Schools

Employer: Fresno County Office Of Education

Date Posted: 4/28/2015

Contact: Grace Rosso
garosso@fcoe.org

Number Openings: (At time of posting) 1

Length of Work Year: 1 Day

Employment Type: Full Time

Application Deadline: 5/20/2015 3:00 PM Pacific

Salary: \$1

Job Description / Essential Elements: [Click Here to View](#)

Requirements for Applying

This posting is for test purposes only. This is not an actual job opening. Please do NOT apply.

CLICK HERE TO APPLY





2. Once you click on “Click Here to Apply” you will be asked to login if you have not already done so.


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 a red asterisk (*) 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 “N/A”.
4. Remember to [\[Click to Expand/Collapse\]](#) additional fields.

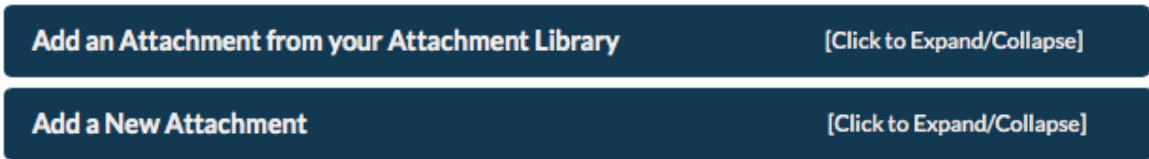
5. To the right of each page you will find the following set of buttons:

Click  to move to the previous page of the application.

Click  to save the information you have entered.

Click  to move to the next page of the application.

6. As part of the application process you will be asked to attach required documents, such as resume, letters of reference or typing certificate. Click on the applicable bar to select attachments to add to your application. Accepted formats are PDF, JPG, TXT and RFT.



7. 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/district 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.

"Please Type Your Complete Name Below."

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.

- Once you sign the application, click **Next** to submit your application. You will see the Warning Page listing required materials specific to the application you have applied for. Ensure all required documents have been attached. If you have reviewed and met the requirements, click **Submit Application**.

Fresno County Office Of Education

WARNING: IMPORTANT NOTICE


Warning

Unless applicants meet the REQUIRED MATERIALS prerequisite for this job posting, they will not be considered for employment. Please review the REQUIRED MATERIALS for this position below and if you have not attached all of the documents to your EDJOIN application required for this posting, click the "RETURN TO ATTACHMENTS" button at the bottom of the page and complete upload. If you have met the requirements shown below, click the 'SUBMIT APPLICATION' button.

Application for Test Only - Do Not Apply
Fresno County Office Of Education

To ensure your best chances, make sure you have complied with all requirements set forth in the job posting by the hiring agency.

[Return To Attachments](#)

[Submit Application](#) 

- You will see the following screen as a confirmation your application has been submitted successfully.

Application Complete

Your application was successfully submitted on August 21, 2015 to **Fresno County Office Of Education** for the position of **Test Only - Do Not Apply**.

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. Communications from the district can also be viewed on your My Applications page by clicking the envelope to the far right of the posting title.

If you have any questions about your application for this position, please contact:
Contact: Grace Rosso [Send Email](#)
Phone: 559-265-3008

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 the 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 one attachment for each of the attachment types indicated on the job announcement.

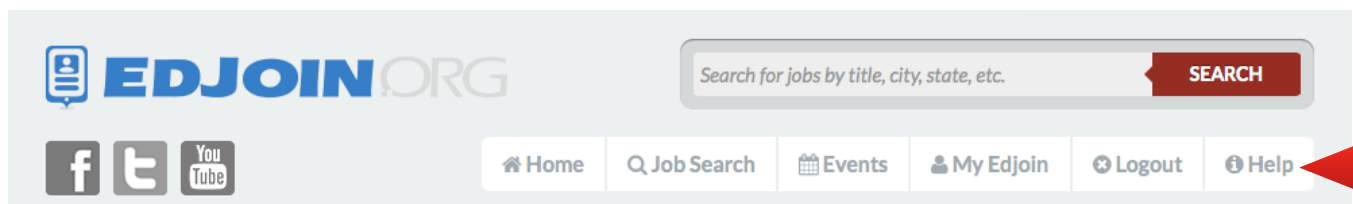
Q: I'm experiencing technical difficulties with edjoin.org

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.

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.

EDJOIN provides an extensive repository of Frequently Asked Questions (FAQ). You will find a link to these questions and answers by clicking Help on the top of each page.



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 1990.