SANTA ANA COLLEGE
Center for Teacher Education

Center for Teacher Education

How to Apply for Paraprofessional Educator Positions using EDJOIN

Student User Guide

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Introduction

This Student User Guide is intended to help students interested in finding and obtaining employment in paraprofessional roles in Education. By using this guide, students will learn to use EDJOIN, the Nation's #1 Education Job Board. On EDJOIN, you can search by region, school district, job title, and more to find exactly what you're looking for!

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

- Employment History - last 3 positions (employer name and address, dates of employment, supervisor contact information, job title and duties)

- Professional References - 3 total (name, title, organization, address, phone number, email)

- Education History - high school and colleges attended (name of school, major, number of units completed, degrees/certificates earned, cumulative GPA)

- Credentials (e.g., Child Development Permit) and Tests Passed (e.g., CBEST)
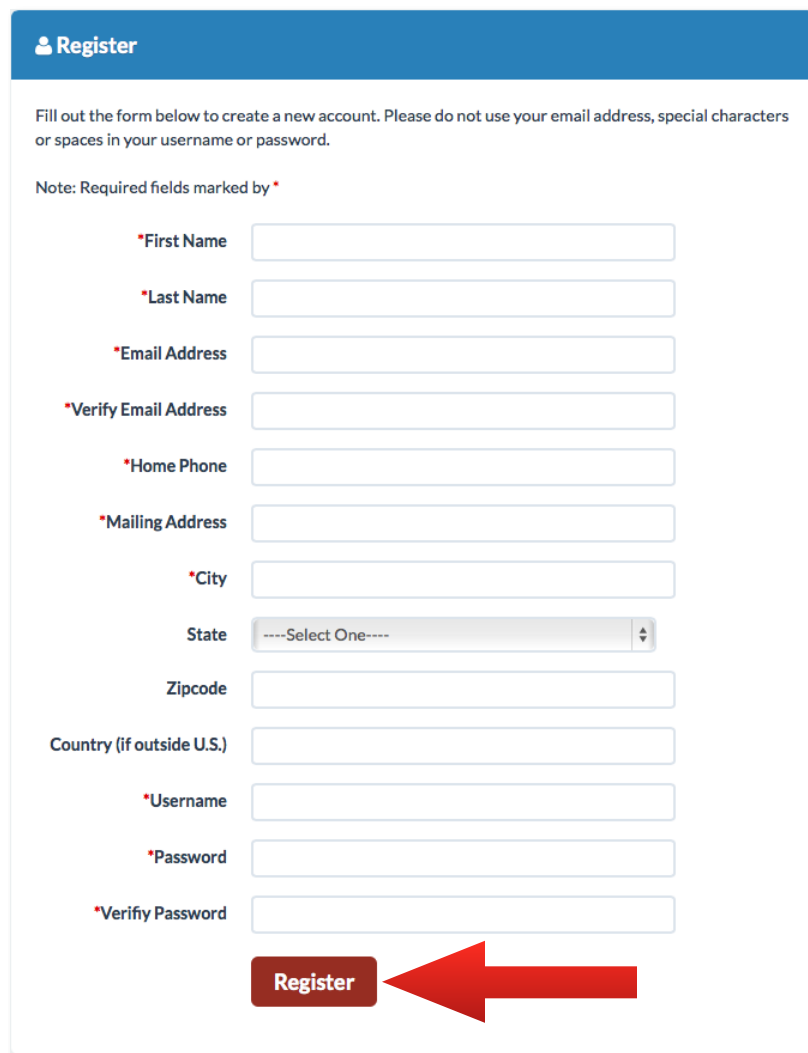
- Attachments (e.g., Resume saved as a .PDF file)

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

Create EDJOIN Applicant Profile

1. In order to submit an EDJOIN application, you will first need to create an EDJOIN user account.

2. To begin, go to www.edjoin.org.

3. Click **Login/Register** at the top of the page, then select **Register**.
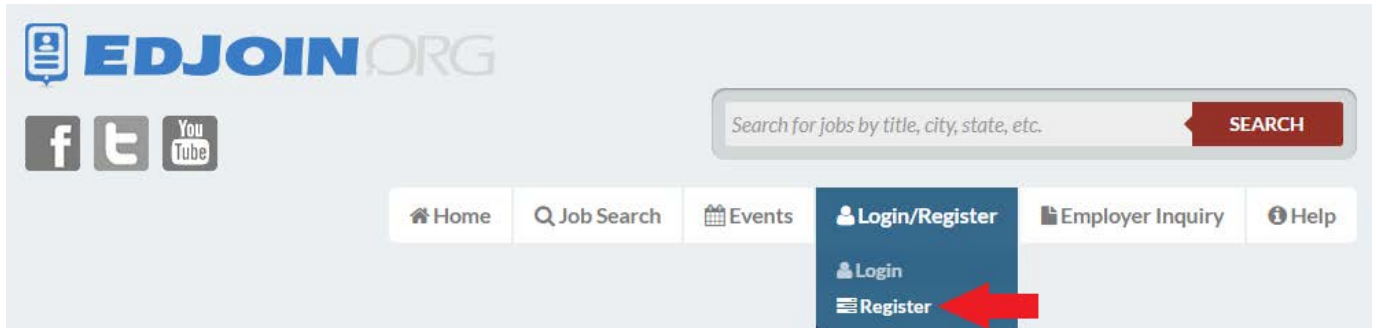
4. On the registration page complete the required fields marked with a red asterisk (*) and click **Register.**

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 **Prev** to move to the previous page of the application.

   Click **Save** to save the information you have entered.

   Click **Next** to move to the next page of the application.

7. Proceed to each next section of your 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 a Resume, Letter of Introduction, Letters of Reference, etc. onto your Profile. On the Attachments page, select an **Attachment type** from the drop down list, 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.

10. Once logged in, you can edit your profile by clicking **MyEdjoin** at the top of the page, then selecting **Edit Profile**.
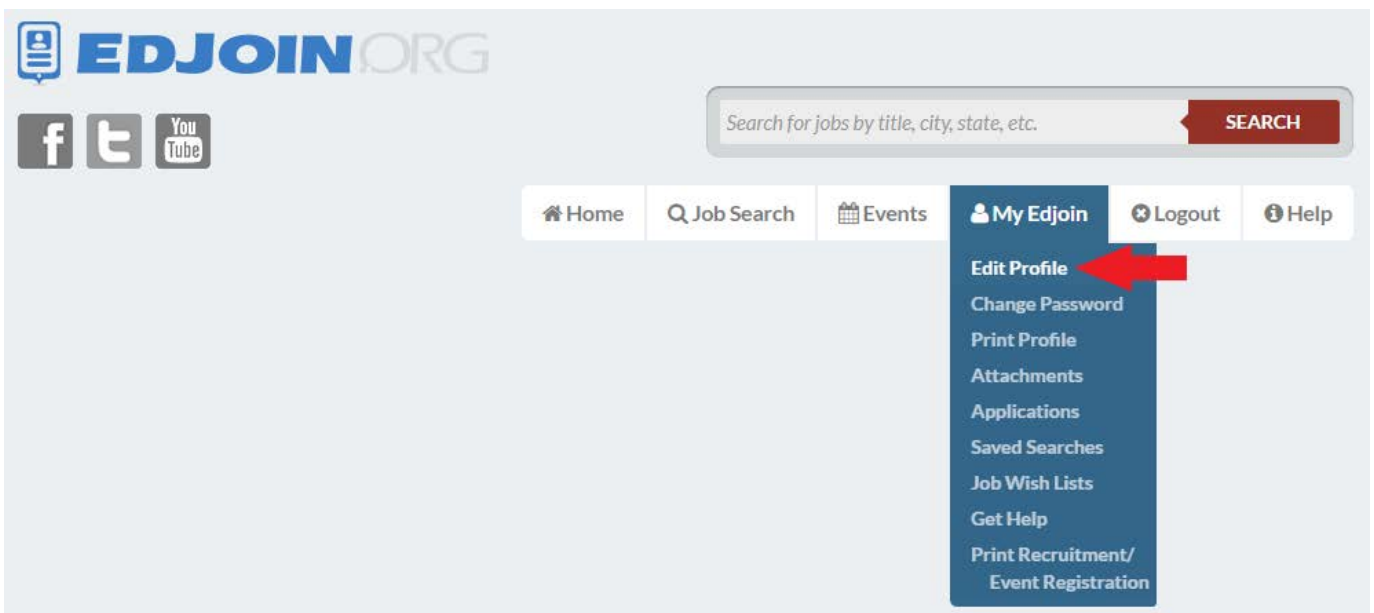
Now that you have completed your Applicant Profile, you can begin to search and apply for jobs.

# Search for Paraprofessional Educator Positions

1. To view job openings, click **Job Search** at the top of the page, then select **Advanced Search**.
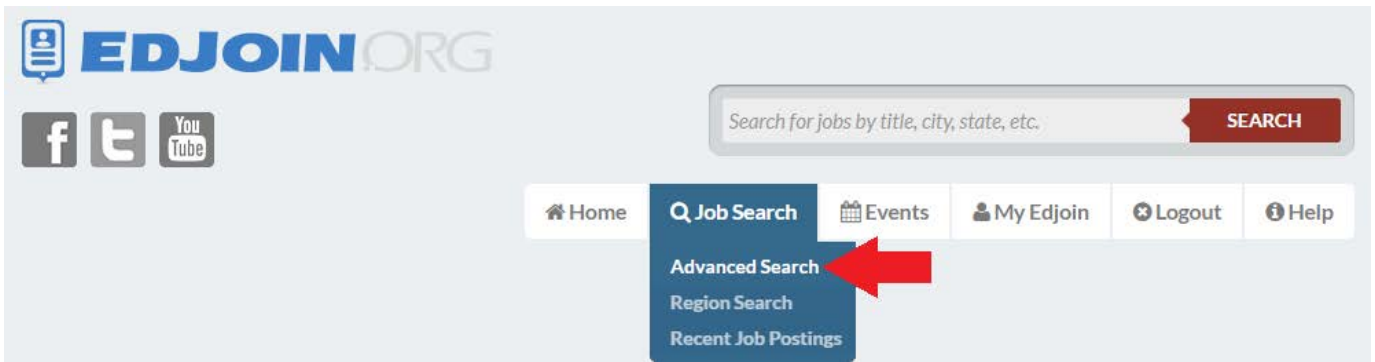

2. Narrow your job search by selecting **Classified** positions within your region, then click **Search**.

3. You can save your search by selecting **Save Search** at the top right corner of the job postings section. Then, you will be able to name your search and click **OK**.
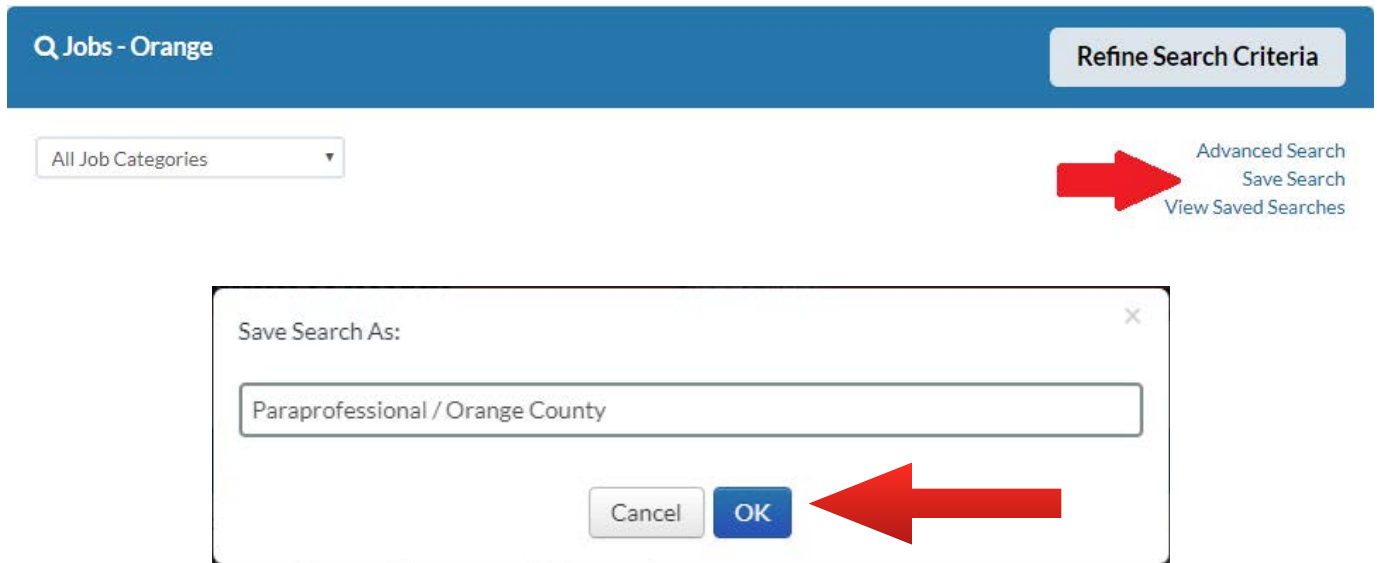
4. Once logged in, you can access your saved searches by clicking **MyEdjoin** at the top of the page, then selecting **Saved Searches**.
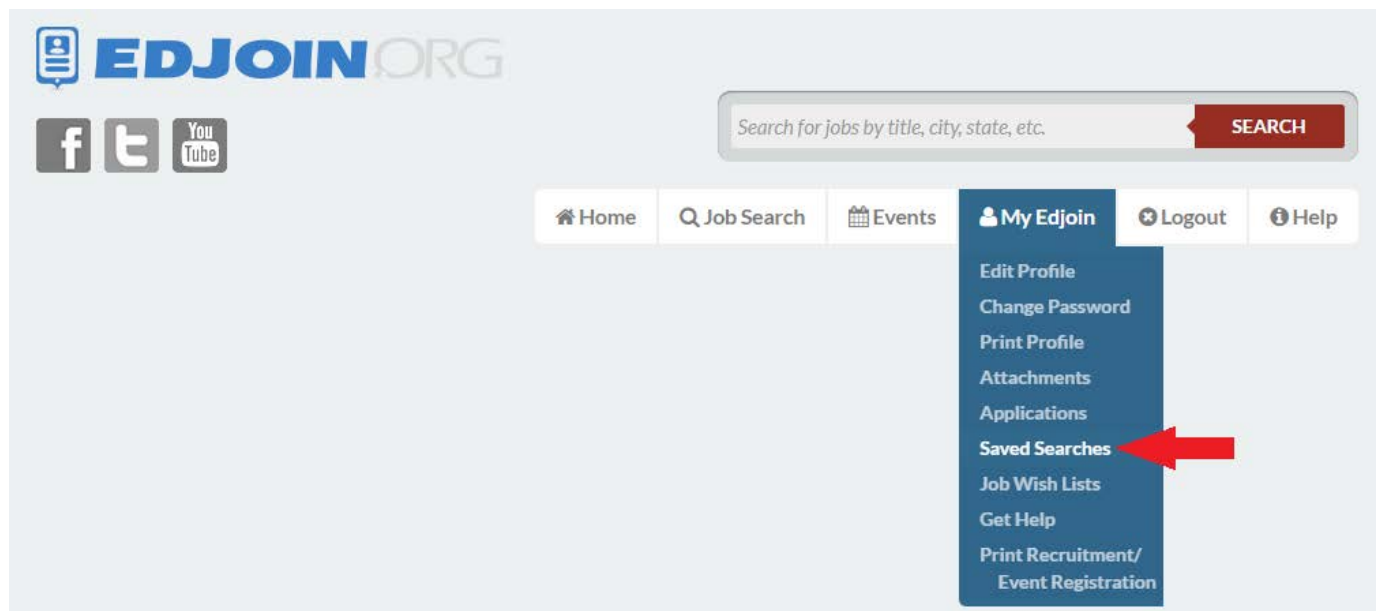
Now that you have learned to search for jobs using EDJOIN, you can begin to apply for open positions.

Apply for an Open Position

1. At the bottom of the job posting, click **Apply**.
    Note: Some job postings will direct you to **Click Here to Apply (Offsite)**, rather than applying through EDJOIN.

Note: Some sections of this job posting are collapsed in this image.

2. Once you click **Apply** you will be asked to login if you have not already done so.
    Note: *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, you may 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 **Prev** to move to the previous page of the application.

Click **Save** to save the information you have entered.

Click **Next** to move to the next page of the application.

6. As part of the application process you will be asked to attach required documents. To add an attachment from your Attachment Library (these are attachments that you uploaded to your Profile), click **Select Attachments**, check the appropriate box(es), then click **Add to this application**. To upload a new attachment, select an **Attachment Type** from the drop down list, then click **Select file** to locate the document on your computer. PDF is the only accepted file format for attachments.

Add an Attachment from your Attachment Library	[Click to Expand/Collapse]
Add a New Attachment	[Click to Expand/Collapse]

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 John Doe

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.

8. 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**.

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

10. Once logged in, you can access your *in progress* or *submitted* applications by clicking **MyEdjoin** at the top of the page, then selecting **Applications**.

At this point, you can either log out or apply for another position. Good luck!

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: Microsoft Word has options to Save as Adobe PDF or Print to PDF. Free software such as PrimoPDF and CutePDF are also available for use on your personal computer. This software is not owned or distributed by EDJOIN, so 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.