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Current IUSD CERTIFICATED STAFF

Transfer Request

Substitutes and classified employees applying for a certificated position will need to complete a regular EdJoin application.

Current IUSD Certificated employees may apply as follows:

- Visit <u>http://www.edjoin.org/</u>
- Create an account.
 - If you already have one, go directly to **Page 2.**
- To create an EdJoin applicant account, click on **LOGIN/REGISTER** on the top bar. Then select **REGISTER**.
- Add your information in the specified fields.

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				
* Last Name				
* E-mail address				
* Verify E-mail address				
* Home Phone				
* Mailing Address				
* City				
State	Select One	•		
Zipcode				
Country (if outside U.S.)				
* Username				
* Password				
* Verify Password				
Register				

1. Log In using the **username and password** you used to create your account on EdJoin.

2. Search: Irvine Unified



- 3. Click on the **job posting** you wish to apply for.
 - a. You can sort your results in both directions (ascending/descending) by clicking on a column header.

Displaying 1 to 10 of 15	<u> </u>			
Job Posting	<u>Online</u> <u>App</u>	<u>Date</u> <u>Posted</u> ▼	Location	<u>Salary Info</u>
Instructional Assistant - Day Care 2013-14		3/3/2014	Irvine Unified	\$13.23 -

b. All in-house positions will be posted with the words "in-house" at the end of the position title. Example – District Office Clerk II (In-House)

4. Click on "Apply (Current Employees Only)"

Application Deadline: 3/7/2014 11:45 PM Pacific					
Apply (Current Employees Only)	Add To My Wish List	View My Wish List			

5. Enter the password **"CERTIFICATED"** – all in caps.

In-District Posting.

This posting is locked only for district employees, in order to apply, you need to provide a password and click "Submit".

