

Current IUSD Classified Staff Transfer Request

***CLASSIFIED EMPLOYEES DURING
THEIR PROBATIONARY PERIOD
CANNOT APPLY FOR A TRANSFER***

(Probationary Period – is considered
the first 6 months in your current
position)

Current IUSD Classified employees may apply as follows:

- Visit <http://www.edjoin.org/>
- 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	<input type="text"/>
* Last Name	<input type="text"/>
* E-mail address	<input type="text"/>
* Verify 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"/>

1. Log In using the **username and password** you used to create your account on EdJoin.
2. Search: **Irvine Unified**



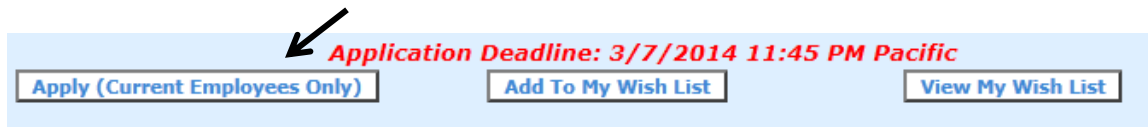
3. Click on the **job posting** you wish to apply for.
 - a. You can sort your results in both directions (ascending/descending) by clicking on a column header.

The screenshot shows a table of job postings. The first row is a header with columns: Job Posting, Online App, Date Posted, Location, and Salary Info. The second row is a data entry: Instructional Assistant - Day Care 2013-14, Online App icon, 3/3/2014, Irvine Unified, and \$13.23 -. A black arrow points to the "Job Posting" column header.

Job Posting	Online App	Date Posted	Location	Salary Info
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)**”



5. Enter the password “**CLASSIFIED**” – 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".

Password: