

NATIONAL SCHOOL DISTRICT EMPLOYMENT OPPORTUNITIES

NATIONAL SCHOOL DISTRICT ONLY ACCEPTS ON-LINE EMPLOYMENT APPLICATIONS.
LOG ON TO <http://edjoin.org> TO VIEW OUR OPENINGS AND TO SUBMIT AN APPLICATION.

Applying for Employment with National School District

Before you submit your application to National School District you must have an e-mail address. If you do not have an e-mail address you may obtain a free address from <http://hotmail.com> or www.yahoo.com. When you submit an employment application to National School District, the Human Resources office will communicate with you regarding the status of your application by e-mail.

You must register for an account with EdJoin by creating a Username and Password. It is vital to remember your Username and Password for your future use on the EdJoin website. This will allow you to edit your information at any time. EdJoin is a free service. You complete your application following the on-screen instructions on EdJoin. Frequently Asked Questions (FAQ) are provided on the Home page of EdJoin.

If you need assistance please call the EdJoin **Help Desk** at **(888) 900-8945** or email edjoinhelpdesk@sjcoe.net.

Registration Procedures

- Open Internet Browser (Netscape is not recommended)
- Go to <http://edjoin.org>
- When you are on the Edjoin website:
 - New Users must click **REGISTER NOW**
 - Registered Users click: **LOG IN**
- Complete all required fields, which are marked by a red asterisk (*)
- Click **NEXT** to complete the registration process
- On the My Profile Tab, Click **My Employment**—Fill out information and click **Save**
- On the My Profile Tab, Click **My References**—Fill out information and click **Save**
- On the My Profile Tab, Click **My Education**—Fill out information and click **Save**
- On the My Profile Tab, Click **My Credentials**—Fill out information and click **Save**
- Click the **My Attachments** tab to add attachments to your application. **Scan Documents as PDF files.**

After you register you may apply to a position

1. At the top of the EdJoin web page, **click Job Search**
2. On the District Search tab, under County, **select San Diego**
3. On the District Search tab, under District, **select National Elementary School District**
4. Select the job opening that you are qualified and interested in applying
5. Select **Apply Online Now**
6. Complete all the required fields on the application. Scroll to the bottom of each page in the application and select **Next** until you reach the last page of the application. Remember to answer all supplemental questions (in red) at the end of your application. These are questions that our district has included in this application.
7. Select **Submit Application**.
8. Apply to another job opening repeat steps 1-7.
9. To verify that your application has been processed, you may select **My Applications** (under My EdJoin on the task bar) at any time.
10. After you have received a confirmation for your application, please click **EdJoin Home**, then **LOG OFF**. Failure to log off will allow your application to be viewable to the next applicant.