



Edjoin Online Application Attachment Information

Thank you for your interest in employment with the Clovis Unified School District. In order to consider your application for employment, you will need to provide the attachments listed below with your online Edjoin application. Below are some guidelines and resources to assist you with submitting your documentation.

Guidelines

1. Before you submit your Edjoin application, you should have all of your attachments scanned and converted to PDF files.
2. Documents that you have in a Word file format should be converted to a PDF file in order to add them to your profile on Edjoin. PDF is the preferred format.
3. Documents that you have in hard copy (i.e., transcripts, letters of recommendation, etc.) need to be scanned to a PDF file.
4. Documents can only be 1MB per file. Your library of attachments may not exceed 12MB.
5. Once your documents are scanned and attached to your Edjoin profile, they will become part of your library and may be attached to future applications. You must select your attachments for each application that you submit.
6. If you submit your application without the attachments, you can add the documents by logging on to Edjoin and selecting "My Applications." Next select the appropriate job and use the paperclip icon to upload your documents. You must submit all of your documents prior to the closing date of the posting in order for them to be considered.

Resources

If you do not have your own scanner, below are some resources you may use to convert your hard copy documents to PDF format:

1. If you are student at a university or college, the library or campus book store may provide scanning services.
2. Various local print shops provide scanning service, (i.e., Kinko's, Office Max, etc.)

Converting Word or other format documents to PDF:

1. Free software is available online to convert documents to a PDF file. www.Freepdfconvert.com
2. If you have the current version of Word 2013, you are able to convert the document to PDF by saving the document as a PDF.
3. CUSD Employees only: If you have a Xerox code, you can use the e-mail feature on the Xerox machine to send a PDF file of your document to your e-mail address.

Note: Due to the volume of applications, we are not able to scan documents for you.

Edjoin Application Attachments:

The following documents are required attachments for on-line applications:

<p>Certificated Positions:</p> <ul style="list-style-type: none"> • Resume • Philosophy Statement • Transcripts • Credential(s) • 3 Letters for Recommendation • CSET and CBEST Test passage • RICA (if applicable) • Copy of MSAT, CSET, SSAT, OR PRAXIS OR other documentation of Subject Matter Competence • English Learner Authorization (CLAD, or authorization embedded in credential) • Plan to Complete Credential Requirements (if applicable) 	<p>Classified Positions:</p> <ul style="list-style-type: none"> • Resume* • Letter(s) of Recommendation* • Paraprofessional NCLB compliance (if applicable) • Transcripts (if applicable) • Copy of licenses or certificates (if applicable) <p>*These documents are recommended, but optional unless specified on the job posting.</p>
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