



# **SWEETWATER**

UNION HIGH SCHOOL DISTRICT

## **How to Apply for a Coaching Position with the Sweetwater Union High School District**

### External Applicant—Coaching Eligibility Pools:

- External applicants must register/create a profile on Ed-Join ([www.edjoin.org](http://www.edjoin.org)). To register/create a profile, click on “**Login/Register**” tab and select “**Register**”
  - Fill out the on-line form and click on the “**Register Now**” tab
  - Complete the “**My Info**” section, then click “**next**” to proceed
  - Complete the “**My Employment**” section, then click “**next**” to proceed
  - Complete the “**My References**” section, then click “**next**” to proceed
  - Complete “**My Attachments**” section to add any attachments to your application
- Registered Ed-Join users can search the Ed-Join website for available job announcements and will need to complete and submit an application with documents listed below.
  - Click in the box “**Search for jobs by title, city state, etc.**” (top right of screen)
  - Type “**Sweetwater**” in this search box and hit “enter”
  - Select the job announcement(s) for the sport in which you are qualified and interested in, click on the “**Click Here to Apply**” button and follow the directions through the pages within the job announcement(s).
  - On the last page of the job announcement(s), click on “**Proceed to Apply**” button

Be sure to include all required documents listed below (you may skip other un-related fields):

  - \* General Online Application
  - \* (3) Letters of Professional Recommendation
  - \* Résumé
- If you need assistance in applying for coaching positions in Edjoin, please contact Danya Williams at (619) 585-6008.