

# CERTIFICATED APPLICATION PROCEDURES

## HUMAN RESOURCES SERVICES DIVISION

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Thank you for your interest in the Sweetwater Union High School District. Please follow the instructions below to complete your online application. By applying online, you will automatically be considered for all vacancies in your selected area(s) for which you are qualified. The online application must include all required items as attachments. All original documents required for employment processing must be submitted upon recommendation for a position.

### Complete Online Application Includes:

- General Online Application
- California Teaching Credential or Letter of Verification from University
- California Basic Educational Skills Test (CBEST)
- Transcript(s) showing all coursework
- Three work-related reference letters
- Resumé
- Must be able to verify or be eligible to verify NCLB compliance upon hiring for a position

### To Complete an Online Application:

1. Open Internet Browser (i.e. Internet Explorer, Netscape, AOL)
2. Go to [www.sweetwaterschools.org](http://www.sweetwaterschools.org)
3. Click Employment
4. Go to **Online Application** located under Certificated Employment, External Applicants
5. On the Ed-Join website, click **Register Now**
6. Complete all required fields, which are marked by a red asterisk (\*)
7. Click **Register** to complete the registration process
8. Complete **My Info** and Click Next
9. Complete **My Employment** and Click Next
10. Complete **My References** and Click Next
11. Complete **My Education** and Click Next
12. Complete **My Credentials** and Click Next
13. Complete **My Attachments** to add attachments to your application and Click Next
14. At the top of the page, Click **Job Search**
15. Click on District Search- choose **San Diego**
16. On the District Search –choose **Sweetwater Union High School District**
17. Select the first subject area that you are qualified for and interested in teaching
18. Select **Click Here to Apply**
19. Scroll to the bottom of each page in the application and select **Next** until you reach the last page of the application
20. Select **Proceed to Apply**
21. To apply for additional subject areas, you will need to follow steps 14-20
22. To verify that your application has been processed for each subject area, you may select **My Applications** at the top right hand side (next to your login name)
23. When you have completed your application, select **Log Out**
24. Remember your Username and Password. You may log back into your profile at any time to revise your application and/or select additional areas of interest, or to view the status of your application(s)

*“The Sweetwater Union High School District will fulfill the promise of 100% student success”*

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